



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

CAFM Systems Administrator, Facilities Directorate



Salary: Grade 6 (£30,487– £36,024 p.a. depending on experience)

Reporting to: Systems & Asset Information Manager

Closing date: Noon, Friday 2nd August

Location: Facilities Directorate (with scope for hybrid working)

‘We are open to discussing flexible working arrangements.’

Overview of the Role

Working with our recently implemented CAFM system, you will support the wider Maintenance team to deliver an exceptional customer experience and provide assurance of the delivery of planned activity. Leading a team of specialists in delivering operational support across a complex and diverse estate. and using the latest technology, you will establish processes and 'workflows' that integrate with University systems to ensure we have full visibility of University operations. As the System Administrator, you will provide a support desk function and facilitate the delivery of training to all system users.

Main duties and responsibilities

- Act as System Administrator, configuring the CAFM system, providing a support desk function, writing user guides and facilitating the delivery of training to all system users.
- Supporting Super Users to process their data effectively and provide a 'train the trainer' service.
- Take the lead on liaison with colleagues in IT, attending meetings and providing input into engagement requests.
- Acting as the system lead, you will monitor for updates and adjust processes to reflect 'new features' within the system. You will also create, maintain and implement a system road map.
- On an annual basis, you will update key business metrics such as annual budgets and resource availability, to ensure the system remains accurate.
- Manage the process of importing and exporting of all data via the CAFM System, ensuring interfaces are designed, operational and maintained.
- Building and maintaining Planned Preventative Maintenance (PPM) activity to ensure that the delivery of planned activity is effectively recorded through the CAFM system;
- Build and maintain plan boards for all active teams within the system.
- Conducting data analysis and producing bespoke reports for senior managers, which will inform decisions around key areas such as performance and improvement.
- Understanding the business requirements, design, build and deliver dashboards with relevant, alerts, gadgets and notifications.
- Responsible for maintaining links to the Facilities Directorate website.



- **Responsible for the leadership and direct line management** of the Assistant Systems Administrators and Maintenance Materials Coordinator.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- A QCF level 3 IT qualification (**e.g A level or NVQ level 3**) **or equivalent experience with IT systems.**
- Experience of coding; **including using a language** such as SQL, HTML/CSS & Java.
- Considerable experience of working with a CAFM system (**or similar database driven system**)
- Experience of designing, building and maintaining dashboards, interfaces and Microsoft Power BI reports.
- Ability to work with and analyse large quantities of data
- Experience of writing and documenting processes including using Microsoft Visio (**or similar software**) to create process maps.
- Ability to work flexibly within a hybrid working model (working from home and campus)
- Commitment to demonstrate behaviours in line with the University's values.

Desirable

- Experience of using SAP
- Experience of using Planon
- Experience of **people leadership** and line management
- Experience of Facilities Management

Additional information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find



out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

We have identified that women are currently underrepresented in this role and particularly welcome applications. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal Record Information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

