



Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

**Nicola Contractor
Human Resources Manager**

Ecovert FM Ltd
Elizabeth House
39 York Road
London
SE1 7NQ

or email: recruitment@ecovertfm.co.uk

Closing date:
25 July 2008

Phone A Friend Scheme

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward*

*subject to Terms & Conditions



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

OPERATIONS
WEST MIDDLESEX UNIVERSITY HOSPITAL Systems and Performance Analyst

In this challenging role, you will report to the Financial Analyst and support the Operations Department in enhancing the reputation of the contract through the co-ordination of work across Hard and Soft FM provisions to ensure that Ecovert FM provides an exemplary service to the client.

You will be required to review and monitor the delivery of all services across the contract to ensure that they are meeting the required performance criteria which therefore involves the production of weekly and monthly performance reports. Using the information gained, you will be expected to proactively identify resolutions to areas of service delivery shortfall and make recommendations to senior management for improvement which includes assisting with the financial review of the contract with the General Manager and Operational Analyst. You will support operational services with regard to adapting and developing Maximo as a SuperUser and IT Co-ordinator.

You must have excellent IT skills and a good understanding of Maximo or similar FM system is desirable however full training will be given. Excellent written communication skills with the ability to communicate at all levels. It is also essential to be customer focused with experience of client relationship management. An ability to understand legal contracts. Experience of monitoring FM performance across both hard and soft services is also desirable. A relevant professional qualification (or working towards) and/or professional membership is desirable but not essential.

This role is Monday to Friday on a full time basis (40hrs); hours of work are subject to negotiation.

This post offers an attractive salary and benefits package, according to the skills and the experience a candidate brings to the role.

This post will involve working with children and/or vulnerable adults. Accordingly, successful applicants will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

***ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN
EQUAL OPPORTUNITIES EMPLOYER***