



Senior Executive (Hubs Administration & Maintenance)

Job Description

The Senior Executive (Hubs Administration & Maintenance) at Servizz.gov Agency is responsible for overseeing the general administration and maintenance of the Agency's regional and technical hubs. This role involves performing hands-on maintenance tasks as well as coordinating with the Agency's service providers/contractors for more extensive maintenance work. The position requires a proactive approach to ensuring that all hubs are functioning efficiently and safely while also adhering to government regulations and Agency policies. Regular daily visits to the hubs are an essential part of this role to ensure consistent oversight and immediate response to any maintenance and general administrative needs.

Duties & Responsibilities:

- **Hands-On Maintenance:**
 - Perform basic maintenance tasks such as minor repairs, plumbing, electrical work, and general upkeep of hub facilities.
 - Conduct routine inspections of hub facilities to identify potential maintenance issues and address them promptly.
 - Ensure that all maintenance activities comply with health, safety, and environmental regulations.
 - Ensure ongoing maintenance and upkeep of hubs.

- **Coordination with Service Providers:**
 - Liaise with the Agency's contracted maintenance service providers for more complex maintenance tasks that require specialised skills or equipment.
 - Schedule and oversee the work of service providers, ensuring that all tasks are completed to a high standard and within agreed timelines.



- Maintain records of all maintenance work performed by both the Senior Executive and service providers.

- **Administrative Duties:**
 - Liaise with Servizz.gov Head Office personnel and Team Leaders (Hubs) regarding the distribution of materials and supplies, including associated documentation and reporting.
 - Maintain accurate records of maintenance schedules and operational reports.
 - Conduct regular audits to ensure all hubs meet regulatory and agency standards.
 - Provide documentation/reporting as required by senior management.

- **Resource Management:**
 - Assist in the management of hub resources, including tools, equipment, and supplies necessary for maintenance and operations.
 - Ensure that all hubs are adequately stocked with essential materials and supplies and that inventory levels are maintained.
 - Implement cost-effective measures to manage resources efficiently.

- **Team Collaboration and Communication:**
 - Work closely with Servizz.gov Head Office employees and hub staff to ensure a collaborative and efficient work environment.
 - Provide guidance and support to hub staff in relation to maintenance and operational issues.
 - Communicate effectively with senior management and other stakeholders regarding hub performance and maintenance needs.



- **Compliance and Safety:**
 - Ensure that all hubs operate in compliance with Servizz.gov's policies and government regulations.
 - Oversee the Health and Safety regulations compliance within all hub premises.
 - Implement and enforce health and safety standards within all hubs.

- **Continuous Improvement:**
 - Identify opportunities to improve the efficiency and effectiveness of hub maintenance.
 - Stay informed about best practices in facility management and maintenance to apply them within the Agency.
 - Strive to resolve any problems that can arise from time to time, impacting the well-being of Servizz.gov personnel located at hubs.

- **Confidentiality and Information Sharing:**
 - Maintain the necessary level of confidentiality commensurate with the level of responsibility but also share all relevant information with management, who is also bound by confidentiality.

- **Additional Responsibilities:**
 - Perform any other job-related duties as assigned by the Head (Corporate & HR) and Chief Executive Officer (CEO) from time to time, including emergency response coordination during unexpected events.
 - Attend training/courses as required and as directed by the Head (Corporate & HR) from time to time, ensuring continuous professional development.



This job description may be changed from time to time to reflect the changing situation of the Agency after consultation with the jobholder. The portfolio of responsibilities may change according to the needs of the Agency.