

Job Description: Health & Care Technical – Asset Manager



Function:	Hard FM (Estates) Healthcare
Position:	Asset Manager
Job holder:	New role
Date (in job since):	Not applicable
Immediate manager (N+1 Job title and name):	Head of Estates / Technical
Additional reporting line to:	Not applicable
Position location:	TBC

1. Purpose of the Job – State concisely the aim of the job.

The Asset Manager will work with all Project Managers, Design Teams, Authorised / Responsible Persons, Compliance Team, Contractors, and client Stakeholders to coordinate information to support project design and delivery, and to facilitate project handovers, collating all documentation for transfer into the site Annual Schedule of Programmed Maintenance (ASoPM).

The job holder will be responsible for the implementation of the site Local Asset Management Plan (LAMP), which underpins the Health & Care Segment Asset Management Plan (SAMP), and the efficient use of CAFM Platform of the Active Plan Project Information Model (PIM).

In addition, the upkeep of the Sodexo CMMS (Maximo) jointly with the O&M Manager & Compliance Manager.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY16:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a	
	EBIT margin:		Outsourcing growth rate:	n/a	
	Net income growth:				
	Cash conversion:				
Characteristics	▪ Management of a 100+ building portfolio across the Central Manchester Oxford Road Campus PFI Estates				

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Head of
Estates

Asset
Manager

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Clear understanding and deployment of the PFI Project Agreement and all relevant schedules.
- Certified in, or conversant with Iso 55001
- Certified transfer of accurate new technical data from the Equans Lifecycle and MUFT Capital Projects workstreams into the Active Plan (PIM), and descoping of retired assets & location in the CMMS (Maximo)
- Production of SOPs/LOPs/workflows to support the efficient operation of the role and company objectives.
- Key stakeholder in site “all parties” working groups.
- Prioritizing personal daily workload in relation to various projects running concurrently at different stages.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Develop, deploy, communicate, and manage site-specific LAMP.
- Participate in the Health & Care- UK&I Professional Families working groups.
- Ensure the asset register is kept up to date and meets the data standard requirements, inclusive of working with the Sodexo Projects work stream for successful enablement of change data into Global Maximo.
- Manage the relationship with the PFI consortium Lifecycle Partners, & MUFT key stakeholders.
- Create recommendations for the ASoPM strategy, ensuring the right intervention for an asset is based on risk, condition, and performance.
- Develop reports on the role objectives, delivered to the Capital Projects Manager.
- Use data and analysis output for scenario modeling and to enable effective decision making.
- Ensure data management and change control protocols are in place and audited
- To train, develop and up-skill all parties that are involved in meeting Sodexo’s objectives with relevant asset management skills
- Assess and continually improve the asset management system
- Assure Sodexo meets the obligations of NHS Condition “B”.
- Administrative duties associated with the role include communication of relevant information, preparation of guidance documentation and reports as required; Where the need is identified the post holder will be responsible for the development of new procedures, policies, systems, data collection and management.
- Good IT skills with working knowledge of Microsoft Office including excel, word and outlook, project and be proficient in the reading of AutoCAD methods.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Provide knowledge to inform the client's Estate Portfolio strategy.
- Ensure asset management data sets and processes remain up to date and valid to meet the required outcomes.
- Deliver on all business and personal objectives.
- Develop personal skills & attributes to enable successful delivery of their role.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- ISO 55001 experienced
- Significant experience within a complex PFI & Consortium environment.
- Change management in business processes.
- Developing and managing internal and external relationships to ensure desirable outcomes.
- Ability to work across functions and with client and suppliers to achieve outcomes.
- Excellent planning and organizational skills.
- Attention to detail, quality driven approach.
- Strong Influencing skills.
- Effective communication skills.
- Authentic leadership skills.

Desirable

- ISO 55001 Certification.
- Personal industry Asset Management certification
- Membership of a recognized industry professional body

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Employee Engagement
- Brand Notoriety
- Rigorous management of results
- Growth, Client & Customer Satisfaction / Quality of Services provided
- Change and Innovation
- Team ethical behaviour, working closely with peers and leadership in an open and transparent way.
- People management.

9. Management Approval – To be completed by document owner

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Document Owner	TW		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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