

# Job Description: Asset & PFI Manager

Function:	Hard FM Estates
Position:	Asset and PFI Expiry Manager
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Estates
Additional reporting line to:	Business Director and Central Commercial
Position location:	Hereford Hospital

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

- Ensure the Estates assets provide value and reliability to their core business requirements.
- Develop, deployment, management and continual improvement of an asset management framework that works across the Sodexo, Client, and supplier teams.
- Working as the site lead on PFI contract expiry, supported by the Central Commercial Team and on site SMT in adherence to IPA's PFI Centre of Excellence guidance
- Enable the hard FM function to lower risk and cost of ownership, meeting their strategic and tactical objectives.

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

- Develop, deploy, communicate, and manage the asset management process and data within the Sodexo team client organisation and supply chain.
- Develop and define the data standards required to deliver the client outcomes.
- Understand asset, and asset management risk and ensure all parties have a balanced view of risk.
- Ensure the asset register is kept up to date and meets the data standard requirements inclusive of working with the Sodexo projects workstream for successful in enablement of change data into Global Maximo
- develop and manage the building surveying programme on a risk-based approach to inform the asset register and life cycle process.
- Manage the lifecycle plan creation and output to inform capital project programmes.
- Create recommendations for the maintenance strategy ensuring the right intervention for an asset is based on risk condition and performance.
- Align work activity with the Estates strategy and Sodexo contractual obligations.
- The Sodexo asset management central functions to develop a BMI strategy including data standards for the operational phase of facilities.
- Create reporting and analytical capability to interrogate all estates and asset management data to benchmark learn about and improve the cost performance and risk balance.
- Use data and analysis output for scenario modelling and to enable effective decision making.
- Ensure data management and change control protocols are in place and audited.
- To train develop and upskill all parties that are involved in meeting Sodexo's objectives with relevant asset management skills.
- Assess and continually improve the asset management system.
- Ensure the asset management process is meet the clients business objectives and Sodexo's contract role requirements.

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

- Developing, deploying, and maturing and asset management ISO space 55001 solution that complies with all statutory and mandatory legislative standards including all healthcare technical memoranda [HTM] utilising Sodexo's internal and external customer and supply chain organisations.
- Ensuring standardisation of approach and delivery of asset management across multiple supply chains.
- Creation and enabling of value adding knowledge from multiple data sources inclusive of leading indicators and data-driven better ways of working.
- Provision of accurate, up to date and timely data for contractual reporting obligations.
- Working closely with the Sodexo group of functions and working groups - Assessing and deploying technology-based solutions to reduce manual interventions and enhance statutory compliance, reduce cost of operation, and improve overall asset value.
- Promote team work ethic with peers and senior leadership in an open manner, while assuring strict compliance with HTM's and contractual obligations are planned, actioned, and monitored appropriately.
- Develop a comprehensive procedure of transferring Global Maximo and Associated Technology driven data into the lifecycle planning work stream.

## 4. 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.

- Reduce the 'total cost of ownership' for the client.
- Provide knowledge to inform the client's estate portfolio strategy.
- To mitigate risks of the PFI expiry
- Ensure asset management datasets and process remain up to date and valid to meet the required outcomes.

**5. 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.

- Xxxx
- Xxxx

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

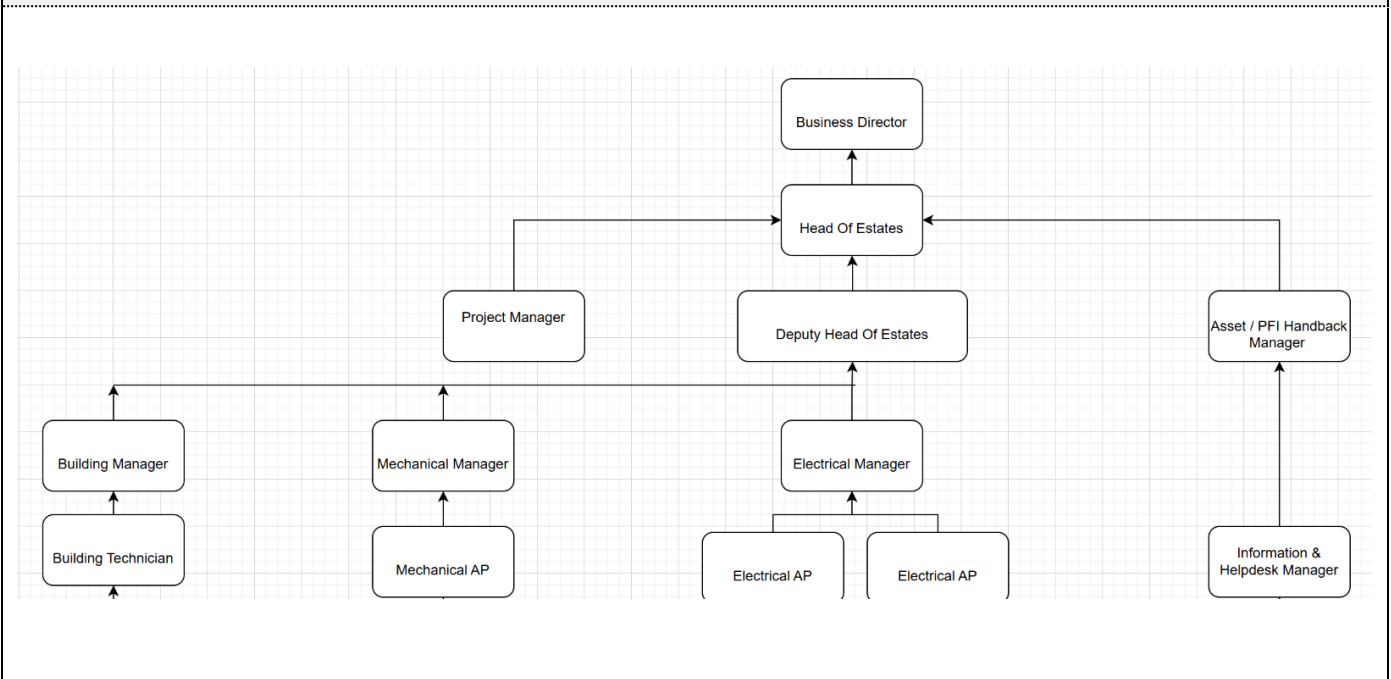
**Essential**

- Recognised qualification in assets or facility management or equivalent experience
- Demonstratable experience in creating value from asset management.
- Degree level education in an engineering or technical subject
- Significant experience within a complex and mature asset management environment.
- Change management in business process driven culture change.
- Developing and managing internal and external relationships to ensure desirable outcomes .
- Ability to work across functions and with clients and suppliers to achieve outcomes .
- Excellent planning and organisational skills
- Proactive and pragmatic approach to issue resolution
- Attention to detail quality driven approach.
- Flexible and adaptable to the changing needs of the business .
- Strong influencing skills
- Effective communication skills
- Authentic leadership skills
- Six Sigma qualifications and experience (may consider in the process of learning).

**Desirable**

- Understanding of facilities management
- Duty holder experience (AP BPS, MGPS or V).
- H&S qualification (IOSH or equivalent)
- Membership of the IAM or similar accredited body

**7. Organization chart** – Indicate schematically the position of the job within the organization. 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.



Received:

Date:

Date:

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Job holder

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Immediate Manager