

# Job Description:

## Asset Manager

Function:	Corporate services – Technical Services
Position:	<b>Asset and reliability Manager</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Technical Services Manager
Additional reporting line to:	N/A
Position location:	Shell Tower London

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

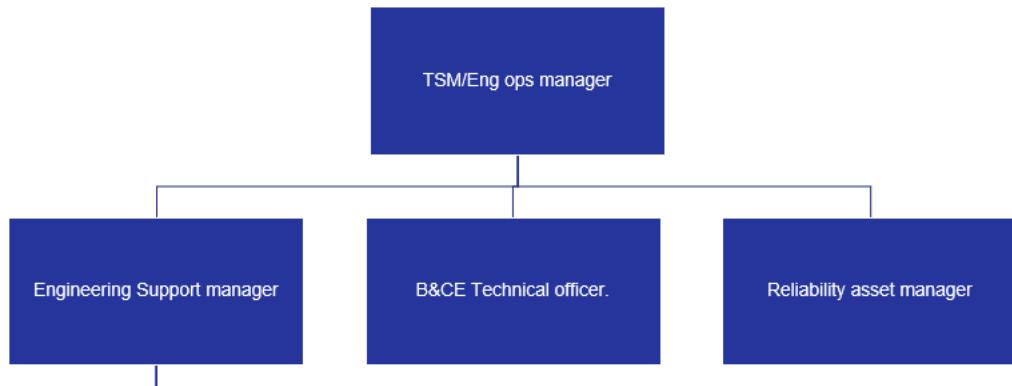
- Develop, maintain and enforce Asset management strategy for the contract (Local Asset Management Plan (LAMP)).
- Maintain an accurate, compliant and detailed planned maintenance programme and asset register, giving due consideration to Sodexo's, contractual and legislative requirements and utilising the deployed Management Information System.
- Ensure Shell Business focused maintenance strategy is developed and adhered to.
- Ensure compliant administration of systems to ensure asset quality is maintained.
- Ensure change management process are robust and delivered and manage the Sodexo asset change management process.
- To act as SME and represent Sodexo at relevant stakeholder forums.

### 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 FY13: €tbc	EBIT growth: tbc	Growth type: n/a	Outsourcing rate: n/a	Region Workforce tbc HR in Region tbc
	EBIT margin: tbc		Outsourcing growth rate: n/a	
	Net income growth: tbc			
	Cash conversion: tbc			

Characteristics ▪ Add point

### 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.

**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.

- Define asset management strategy in line with asset management framework. Deploy and enforce policy (LAMP).
- Review, prepare and develop all required process and policy documents.
- Ensure maintenance strategies are aligned with real estate objectives.
- Maintain an accurate asset register with annual 20% validation survey to enable lifecycle planning, condition assessments, criticality and energy analysis.
- Develop and enforce asset change management processes.
- Collaborate with cross-functional teams to plan, track, and manage capital investments, replacements, and decommissioning activities and to ensure all maintainable assets are captured. Utilise engineering teams to drive reliability improvements.
- Develop life cycle and FMR projections to develop a 5 year asset replacement forecast/strategy. This will include details around recommendations taking into consideration NZE, performance and site requirements.
- Establish and maintain an up to date and accurate maintenance task library
- Review failure trends and implement solutions to eliminate root causes and where necessary adjust asset lifecycle.
- Support business cases for technical project and life cycle replacement works.
- Provide monthly and annual reports detailing condition of assets, significant changes and CAPEX strategies.

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

- Contribute towards the Estates maintenance strategy and subsequent implementation and where practicable implementing a business focused maintenance approach to create a more efficient HS delivery.
- Refine maintenance activities to reduce unplanned downtime and extend asset life ensuring the execution of any maintenance strategies is carried out effectively.
- Ensure that all assets are accurately captured within multiple management information system
- Produce and maintain accurate asset register utilising all available information.
- Responsible for meeting contractual asset requirements and maintenance requirements
- The updating of the asset data in a timely manner as required following completion of projects, lifecycle replacement or works including any warranty information where applicable.
- Provide authorisation for Life Cycle pursuit
- Support the development of business cases for technical project and life cycle replacement works.

- Production and maintenance of a task library that takes into account all available information including but not limited to; statutory requirements, operation and maintenance manuals, manufacturer's recommendations, Industry best practice, SFG 20 and other mandated sources as well as client driven maintenance initiatives.
- The correct allocation of maintenance tasks against applicable asset types
- Close liaison with other hard services team members when scheduling planned maintenance tasks
- The timely production of an accurate planned maintenance programme in line with contractual obligations, Shell business focused strategy and regulatory standards.
- Ensure documentation and administration processes and procedures are adhered to
- Provide inputs into business cases in support of all technical related works.
- Attending meetings as directed and act as Sodexo Asset management SME.
- Providing technical advice and support to the technical services team and where appropriate client and external stakeholders.
- Demonstrate a technical understanding of system processes.
- Provide monthly KPI reports as required.
- Support production of annual condition and lifecycle surveys reports
- Carry out other reasonable tasks as directed to meet the operational requirements of the business
- Foster a positive health and safety culture whilst ensuring compliance with applicable statute and Sodexo policies and processes
- Provide audit capability to ensure service delivery teams adhere with obligations.
- Develop reliability improvement processes.
- **Assist and provide guidance with asset strategy information within GSA as required.**
- Any other reasonable requests.

**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.

- Develop clear asset management strategy
- Enforce asset management policy
- Produce and maintain a compliant asset database and carry out validation surveys
- Develop and maintain a planned maintenance task library
- Support the development of suitable planned maintenance program
- Develop cost projections and FMR/Lifecycle profiling.

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

- Relevant Asset management qualifications
- Familiar in utilisation of CAFM systems.
- Familiar with BIM
- IOSH Managing Safely or equivalent
- Excellent interpersonal skills with the ability to relate to all levels within the organisation and with customers and clients
- Ability to be an effective team player within a management team
- Flexible with the ability to work under pressure
- Capable of working on own initiative and without supervision
- IT literate with experience of Microsoft Office

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

<ul style="list-style-type: none"> <li>■ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>■ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>■ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>■ Business Consulting</li> </ul>
<ul style="list-style-type: none"> <li>■ Brand Notoriety</li> </ul>	
<ul style="list-style-type: none"> <li>■ Commercial Awareness</li> </ul>	
<ul style="list-style-type: none"> <li>■ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>■ Learning &amp; Development</li> </ul>	

**9. Management Approval** – To be completed by document owner

Version	1.0	Date	
Document Owner			