

Job Description: Asset Verification Surveyor



Function:	Universities
Position:	Asset Verification Surveyor
Job holder:	TBC
Date (in job since):	1 Year fixed term
Immediate manager (N+1 Job title and name):	Head of Contracts and Compliance
Additional reporting line to:	
Position location:	University of Greenwich, Avery Hill, Greenwich & Medway Campuses. (Site based)

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

- This is an exciting opportunity to work within a dynamic team of Facilities Management professionals on a varied university estate. Supporting the Head of Contracts & Compliance to ensure we have an accurate asset register with robust change controls in place.
- Support the Head of Contracts & Compliance with the proactive closure of any actions that relate to asset management results from internal and external audits. Guide the site teams on the criticality of timely closure of all remedial actions, following audits.
- Create detailed, well thought-out lifecycle models to enable our clients to fully understand and manage the asset liability and risk across the university estate.
- Develop clear asset management reports and well-developed data that will enable the client to lower risk and cost of ownership and meet their strategic and tactical business objectives.

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 FY25:	€20 m	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						

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.

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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.

- Ensure the estate asset register is kept up to date and frequent verification checks are completed.
- Support clients in developing an asset survey strategy which meets their strategic asset management requirements.
- Be willing to support other members of the contract team to minimise the impact on service levels and contractual obligations.
- Support the UoG Sodexo Project team in all related projects where assets are being replaced or new assets added.

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

- To be responsible for the collection of all property related asset data
- Ensuring adequate control and monitoring is applied to all asset management activity undertaken by site teams and sub-contractors.
- Assessing and monitoring asset condition data.
- Work closely with the Sodexo and University Project teams to ensure robust management and handover of new or replacement assets.
- Support the Head of Contracts and Compliance with building an accurate PPM schedule that aligns with the estate asset register and SFG20.
- Contribute to the overall management of the business, develop good relationships with all persons/parties associated with Sodexo's undertakings either externally or internally.
- Assist the Site Management to ensure that processes are followed to assure the prompt provision and efficient delivery of all services at the specified time to the standards laid down in specified contract Key Performance Indicator's.
- Ensuring consistency in asset management process and procedures deployed in operational delivery across all sites.
- Carry out other reasonable tasks as directed by senior management in order to meet the operational requirements of the business.

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.

- Ensure 100% accuracy of the estate's asset register.
- Deliver high quality lifecycle and other reports to clients.
- Provide insights that improve reduce asset risk and liability and provide actionable insight for our clients

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

- Must enjoy delivering work that is repetitive but rewarding.
- Qualification in a building surveying, M&E engineering or construction related discipline.
- Significant relevant experience operating at middle-management level gained within a professional services environment or Estate Department.
- Have a good knowledge of H&S
- Experience of controlling quality
- Advanced proficiency with desktop applications (e.g., MS Word, Excel, and PowerPoint)
- Member of CIOB, RICS, CIBSE, IWFM
- Extensive experience in the built environment
- Extensive experience in statutory compliance
- Understand SFG20 standards.
- Demonstrable experience in creating value from Asset Management
- Experience in lifecycle planning in large and complex estates.
- Analytical approach to data led decision making.
- Flexible with the ability to overcome challenges whilst looking for continual improvements to service delivery, quality driven approach.
- Ability to work across functions and with client and suppliers to achieve outcomes.
- Strong written and verbal communication
- Strong influencing skills

8. Competencies –

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| ▪ Client & Customer Satisfaction / Quality of Services provided | ▪ Innovation and Change |
| ▪ Rigorous management of results | ▪ Commercial Awareness |
| ▪ Strong written and verbal communication | |

9. Management Approval – To be completed by document owner

Version	1.0	Date	09/09/2024
Document Owner	Fiona Stewart		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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