

Job Description: Asset and Costing Manager

Function:	Hard Facilities Management (Health & Care)
Job:	Asset and Costing Manager
Position:	Asset and Costing Manager
Job holder:	None
Date (in job since):	NA
Immediate manager (N+1 Job title and name):	Technical Manager
Additional reporting line to:	Commercial Director
Position location:	Home based with national travel

1. Purpose of the Job

This is a key role to support the development of the Health & Care segment strategic asset management capabilities and ensure operational governance of asset data. The role is home based with site travel required to:

- Support the implementation of our strategic asset management plan (SAMP), including;
 - management of surveying and verification programs
 - ensuring governance of asset management processes with operational sites
- Assist with managing our systems architecture for asset, projects and costing data, e.g. digital drawing management and CMMS (computerised maintenance management systems) analysis
- To act as subject matter expert on asset management for the segment, including leading standardisation opportunities associated with service delivery, e.g. digital asset management innovations and CMMS improvements
- Support business development activities, including developing costings for technical solutions, analysis of technical data, surveying and solution design for potential new business.

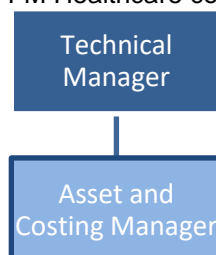
2. Dimensions and Delivery Areas

The Asset and Costing manager will be responsible for supporting the delivery of asset management within the segment across existing sites and potential new business and ensure governance of operational data (e.g. projects).

The main dimension will be focused on asset and costing activity with supplementary duties as the workload permits. The role is a permanent position, 5 days per week, further personal development plans will be agreed to align areas of delivery.

3. Organisation chart

The role forms part of a centralised Hard FM Healthcare compliance team as summarised in the diagram below:



4. Context and main issues

- Delivery of a SAMP for Health & Care segment
- Provide data analysis of existing asset and projects data to enable operational compliance
- Support business improvement projects including change management of the CMMS
- Have an understanding of costing and surveying process for technical facilities management
- Deliver digital solutions for management of building information data (e.g. schematics, drawings)
- Ensure processes are in place and in use for asset and building data change management
- Be a visible and approachable advisor to the operational Hard FM healthcare business.

5. Main assignments

- Support delivery of the SAMP plan via a programme of local asset management plans
- Support due diligence demands for business development opportunities, e.g. asset data analysis/capture
- Ensure an effective costing model is in place, and in use, for business development opportunities
- Implement digital solutions to support effective management of building information and asset data
- Support the Health & Care Compliance & Commercial and Technical Team in governance programmes, e.g. verification of project data being correctly managed by operational teams
- Manage business improvement programmes for the segment around CMMS changes.

6. Accountabilities

- Delivery of asset management obligations and ensure governance of asset data
- Development and ownership of Healthcare Hard FM costing model for business development
- Act as the segment SME (Subject matter expert) for processes and systems associated with asset data
- Drive standardisation and improvement programmes associated with CMMS.

7. Person Specification

- This is a broad role for an experienced individual that has experience of strategic asset and costing management within complex facilities management environments
- Driven individual who can lead change management and business improvement at a national level
- A Quantity Surveying degree or an Engineering degree is required
- Practical understanding of engineering in a healthcare environment [preferred but not essential]
- Understanding of digital building management tools, e.g. AutoCAD, and how to implement digital innovation
- Exceptional eye for detail and ability to analyse complex building information data
- Ability to manage complex projects and work in complex organisations with multiple stakeholders
- Ability to organise workloads and to prioritise effectively to ensure sound risk management
- Full UK driving licence
- IT Skills – good working knowledge of various systems, including CAD and CMMS applications.

8. Competencies

Competency	
▪ Customer focus	▪ Decision Quality
▪ Manages ambiguity	▪ Drives results
▪ Ensures accountability	▪ Optimises work processes
▪ Persuades	

9. Management Approval

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