Strat

Job Description:   
Surveying Lead

Job Description:   
Operational Asset Management Lead

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| Function: | | | | Government UK & Ireland, Property Professional Services | | | | | | | | |
| Job: | | | | Surveying Lead | | | | | | | | |
| Position: | | | | Surveying Lead | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Asset Management | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | No fixed place of work – national travel to sites required | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| This is an exciting opportunity to work within a dynamic team of Asset Management professionals on varied estate, supporting multiple clients across the UK.  The role will include liaising with clients to understand their asset management data requirements, designing and managing surveys utilising surveying resource from within the company and from our external partners to deliver detailed, rich and accurate results, creation of lifecycle, condition, asset verification, energy efficiency and other reports from the data and presentation of that data to the client.  The result will be clear 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. | | | | | | | | | | | | |
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| 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 | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * . | | | | | | | | | | |

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| 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. |
| * Provide support to the Head of Asset Management * Support clients in developing an asset survey strategy which meets their strategic asset management requirements * Ensure surveys are carried out in a way which ensures the highest quality of data is captured in an efficient manner, with minimized disruption to client operations * Be willing to support other members of the contract team to minimise the impact on service levels and contractual obligations. * Fully comply with the Information Security requirements of our clients * Manage and contribute to Asset Management related projects within the wider PPS business where required |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Develop survey structures which meet the client requirements * Develop client relationships to ensure that PPS becomes the client's preferred solution for surveying and lifecycle modelling * Identify and manage appropriate resource to deliver surveys * Analyse and report and present data received * Create detailed, well thought-out lifecycle models to enable our clients to fully understand and manage the asset liability and risk across their sites and estates as a whole * Specify PowerBI dashboards that enable the client to visualize and understand the quality of their estate and where investment is required. * Advise on and design methods to verify asset data accuracy and completeness. * Align work activity with the estate strategy and client business objectives. * To actively participate in the Asset Management community of practice, driving service innovation, supporting the evolution of PPS service offerings and the development of staff in your community. * Working with central Tech & Services resources and contribute to business process evolution and improvement of our surveying and lifecycle offering across the UK&I |

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| 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. |
| * Deliver high quality lifecycle and other reports to clients * Support clients with evidence to support bids for funding of maintenance or capital projects * Manage multiple programmes of surveys * Provide insights that improve reduce asset risk and liability and provide actionable insight for our clients |

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| 7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively |
| * HND, NVQ or a degree in a related subject e.g. Chartered Surveyor or an equivalent level of knowledge * Member of CIOB, RICS, CIBSE, IAM * Familiar with ISO 55000, 55001, 55002 * Demonstrable experience in creating value from Asset Management * Experience in lifecycle planning in large and complex estates * Analytical approach to data led decision making * Proficient in MS Excel * 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 * Applicants need to be eligible to pass security vetting to a high standard |

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| 8. Competencies – |
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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | 15/05/2023 | | Document Owner | Justin Simons | | | |

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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |