

Job Description:   
Asset Manager

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| Function: | | | | G&A Segment, Managing Agent business | | | | | | | | |
| Position: | | | | Asset Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Asset Management | | | | | | | | |
| Additional reporting line to: | | | | Client representatives | | | | | | | | |
| Position location: | | | | Leeds, TBC | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| The aim of this role is to ensure the client’s assets provide value to their core business. This will be achieved by the development, deployment, management and continual improvement of an asset management framework that works across the Sodexo, client, and supplier teams. The result will be a rich knowledge base 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 FY16: |  | | EBIT growth: | |  | Growth type: | n/a | Outsourcing rate: | n/a |  |  | |
| EBIT margin: | |  |
| Net income growth: | |  | Outsourcing growth rate: | n/a |  |  | |
| Cash conversion: | |  |
| Characteristics | | * Asset management Team headcount of circa 20 * Management of a 700 building portfolio across the UK | | | | | | | | | | |

Draft. Version: 27-03-2014

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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. |
| * Developing, deploying and maturing an Asset Management solution through the client and supply chain organisations. * Ensuring standardization of approach and delivery of asset management across multiple supply chains. * Creation of value adding knowledge from multiple data sources, some of which may be initially incomplete |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Develop, deploy, communicate and manage the asset management processes and data within the Sodexo team, client organization and supply chain. * Develop and define the data standards required to deliver 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 * Develop and manage the building surveying programme on a risk based approach to inform the asset register and lifecycle 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 estate strategy and client business objectives. * Develop a BIM strategy, including data standards, for the operational phase of facilities. * Create reporting and analytical capability to interrogate all estate and asset management data to benchmark, learn about and improve the cost / performance / risk balance * Use data and analysis output for scenario modeling and to enable effective decision making. * Ensure data management and change control protocols are in place and audited * To train, develop and up-skill all parties that are involved in meeting the client’s objectives with relevant asset management skills * Assess and continually improve the asset management system * Ensure the Asset Management processes meet the clients’ business objectives and Sodexo’s contractual requirements |

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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. |
| * Lower the ‘total cost of ownership’ for the client. * Provide knowledge to inform the client’s Estate Portfolio strategy * Ensure asset management data sets and processes remain up to date and valid to meet the required outcomes. |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Recognised qualification in asset management * Demonstrable experience in creating value from Asset Management * Accredited degree in an Engineering/Technical subject * Significant experience within a complex and mature Asset Management environment * Change management in business process driven culture change * Developing and managing relationships to ensure desirable outcomes * Ability to work across functions and with client and suppliers to achieve outcomes * Excellent planning and organisational skills * Attention to detail, quality driven approach * Strong Influencing skills * Effective communication skills * Authentic leadership skills   Desirable     * Understanding of facilities management * Membership of the IAM |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Employee Engagement * Brand Notoriety * Rigorous management of results * Growth, Client & Customer Satisfaction / Quality of Services provided * Change and Innovation |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |