

# Job Description: Strategic Asset Manager



Function:	Government UK & Ireland, Property Professional Services
Job:	<b>Strategic Asset Manager</b>
Position:	Strategic Asset Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Strategy & Planning
Additional reporting line to:	Head of Technical Assurance
Position location:	London plus occasional travel to Swindon

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

This is an exciting opportunity to work within a dynamic contract team alongside other property professionals on a large and publicly visible portfolio to ensure the client's assets provide value to their core business.

The role will include analysing asset information and past investment approaches to develop a structured and data led approach to support requests for funding, which may be incremental to current levels. Impacts of historic underfunding of life cycle investment will be evidenced through data analysis.

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.

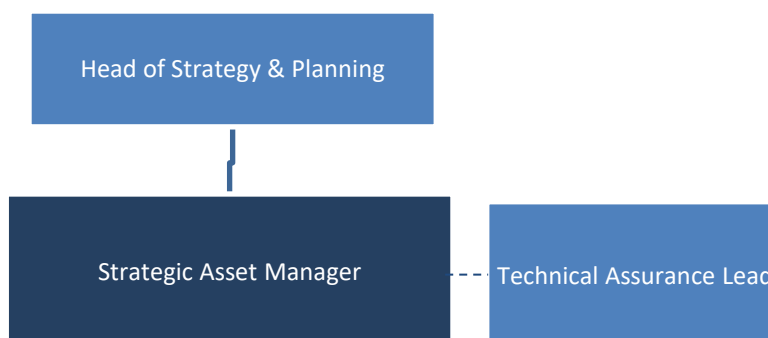
## 2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

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

Characteristics

- A property portfolio of c.250 sites across the Greater London area sqm with total property running costs of c£190 million. Annual lifecycle maintenance budget of c.£30m.

## 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.

- Provide support to the Head of Strategy & Planning & Technical Assurance Lead
- Assist the Technical Assurance team in maturing an asset management solution through the client and supply chain organisations.
- Understand asset and asset management risk and ensure all parties have a balanced view of risk.
- Create recommendations for planned maintenance strategy, ensuring a compliant estate, and balancing the client's priorities with cost and time efficiency
- Ensuring the intervention strategies for asset failures is based on risk, condition and performance.
- Developing a logical and structured approach to the development and improvement of asset data and systems that support asset management and provide specific evidence of a need for investment. Ensure data management protocols are in place and audited.
- 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 the contract.
- Work in such a way that upholds and promotes the client values of professionalism, integrity, courage, and compassion.
- Contribute to Asset Management related projects within the wider Property Professional Services business where required

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

- In relation to strategic asset management information, ensure that the data warehouse is managed effectively and accurately, and kept up to date by the team and run reports as required.
- Determine how reactive work order data can be used to measure asset performance, and influence maintenance and asset replacement strategies.
- Work with the Technical Assurance team, data analysts & BMS engineer to identify failure trends and identify improvement opportunities through projects, life cycle activities, and maintenance strategies, providing actionable insight to the client.
- Manage a programme of building condition, asset verification and energy surveys to meet evolving client requirements including any sub-contracting arrangements.
- Working with M&E and fabric surveyors to ensure data is verified and collected to meet the needs of the client and the systems that support the delivery of services.
- Specify PowerBI dashboards that enable the client to visualize and understand the quality of their estate and where investment is required.
- Working with the Technical Assurance team, ensure that the maintenance plan is maintained on behalf of the client in line with the agreed process for update.
- Advise on and design methods to verify asset data accuracy and completeness..
- Align work activity with the estate strategy and client business objectives.
- Participate in the 6 monthly review cycle of service solutions ensuring service solutions, processes and standard operating procedures are kept up to date.
- 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.
- To highlight to the contract management team areas where the service can be enhanced for consideration within stakeholder engagement and the account development plan

**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.

- Maintain and develop the client maintenance plan and support prioritisation.
- Support the client with evidence to support bids for funding of maintenance projects
- Manage the programme of building condition surveys.

- Provide insights that improve asset management and building performance.

## 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. Electrical or Building Services Engineering 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 a large and complex estate
- Analytical approach to data led decision making
- Familiar with maintenance specifications, such as SFG20
- Clear understanding of compliance requirements in relation to hard FM provision
- Experience of CAFM / CMMS systems
- 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 carried out by the Client

## 8. Competencies –

▪ Client & Customer Satisfaction / Quality of Services provided	▪ Innovation and Change
▪ Rigorous management of results	▪ Commercial Awareness

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

Version	1.1	Date	28/04/2023
Document Owner	Amanda Nijjar		

## 10. Employee Approval – To be completed by employee

Employee Name		Date	
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