

Job Description:   
Asset Coordinator

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| Function: | | | | G&A Segment, Managing Agent business | | | | | | | | |
| Position: | | | | Asset Coordinator | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Asset Manager | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| 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 that the asset and asset management data is relevant, current and complete such that it will support analysis and decision making of how to best manage the client’s portfolio and assets. The ultimate aim is to ensure that the client’s assets provide value to their core business. | | | | | | | | | | | | |
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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 | | | | | | | | | | |

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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. |
| * Volume and complexity of data requiring management * Interpretation of data into a technical output * Management of consistent data that may be provided by third parties |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Manage all asset data to the data standards and ensure data systems (CAFM & BIM) are up to date * Receive asset data from client, Sodexo surveyors and supply chain, quality assure and provide this data to down steam processes * Ensure the asset register is kept up to date and meets the data standard requirements * Ensure data management and change control protocols are followed * Audit asset data and identify gaps, aiming to have fully complete data sets |

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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. |
| * Ensure asset management data sets remain up to date and valid to meet the required outcomes. * Quality assure received asset data to ensure its integrity |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Understanding of facilities management and the types of assets found therein * Experience of CAFM / CMMS systems * Proficient in MS Excel * Ability to deal with complex high volume data * Attention to detail, quality driven approach * Excellent planning and organisational skills   Desirable     * Understanding of Asset management * Lifecycle planning experience |

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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 |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | 01 May 2017 | | Document Owner | Tim Wright | | | |

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