

Job Description:   
Asset Manager

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| Function: | | | | Energy and Resources – Technical Services | | | | | | | | |
| Position: | | | | Asset Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Technical Services Manager | | | | | | | | |
| Additional reporting line to: | | | | N/A | | | | | | | | |
| Position location: | | | | Shell Tower London | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Develop, mobilise and enforce Asset management strategy for the contract. * Maintain an accurate, compliant and detailed planned maintenance programme and asset register, giving due consideration to Sodexo’s, contractual and legislative requirements and utilising the deployed Management Information System. * Ensure Shell Business focused maintenance strategy is developed and adhered to. * Ensure compliant administration of systems to ensure asset quality is maintained. * Ensure change management process are robust and delivered * To act as SME and represent Sodexo at relevant stakeholder forums. | | | | | | | | | | | | |
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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 | | * Add point | | | | | | | | | | |

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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. |
| * Define asset management strategy in line with asset management framework. Deploy and enforce policy. * Review, prepare and develop all required process and policy documents. * Ensure maintenance strategies are aligned with real estate objectives. * Production and maintenance of an accurate asset register * Develop and enforce asset change management processes. * Develop life cycle and FMR projections including financial. * Establish and maintain an up to date and accurate maintenance task library * Support business cases for technical project and life cycle replacement works. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Contribute towards the Estates maintenance strategy and subsequent implementation. * Ensure that all assets are accurately captured within multiple management information system * Produce and maintain accurate asset register utilising all available information. * Responsible for meeting contractual asset requirements * The updating of the asset data in a timely manner as required following completion of projects, lifecycle replacement or works * Provide authorization for Life Cycle pursuit * Support the development of business cases for technical project and life cycle replacement works. * Production and maintenance of a task library that takes into account all available information including but not limited to; statutory requirements, operation and maintenance manuals, manufacturer’s recommendations, Industry best practice, SFG 20 and other mandated sources * The correct allocation of maintenance tasks against applicable asset types * Close liaison with other hard services team members when scheduling planned maintenance tasks * The timely production of an accurate planned maintenance programme in line with contractual obligations, Shell business focused strategy and regulatory standards. * Ensure documentation and administration processes and procedures are adhered to * Provide inputs into business cases in support of all technical related works. * Attending meetings as directed and act as Sodexo Asset management SME. * Providing technical advice and support to the technical services team and where appropriate client and external stakeholders. * Demonstrate a technical understanding of system processes. * Provide monthly KPI reports as required. * Support production of annual condition and lifecycle surveys reports * Carry out other reasonable tasks as directed to meet the operational requirements of the business * Foster a positive health and safety culture whilst ensuring compliance with applicable statute and Sodexo policies and processes * Provide audit capability to ensure service delivery teams adhere with obligations. |

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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. |
| * Develop clear asset management strategy * Enforce asset management policy * Produce and maintain a compliant asset database. * Develop and maintain a planned maintenance task library * Support the development of suitable planned maintenance program * Develop cost projections and FMR/Lifecyle profiling. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Relevant Asset management qualifications * Familiar in utilisation of CAFM systems. * Familiar with BIM * IOSH Managing Safely or equivalent * Excellent interpersonal skills with the ability to relate to all levels within the organisation and with customers and clients * Ability to be an effective team player within a management team * Flexible with the ability to work under pressure * Capable of working on own initiative and without supervision * IT literate with experience of Microsoft Office |

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

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