

Job Description:
Asset Manager

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| Function: | Defence – Technical Services |
| Position:  | Asset Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Commercial Manager |
| Additional reporting line to: | N/A |
| Position location: | Colchester Garrison |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To develop and 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.
* To provide expert technical advice.
* To provide technical specifications and scopes of works for pricing purposes, to support and deliver projects and variations etc
* To provide technical audit capability within the technical services department.
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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. |
| Technical Services ManagerCommercial ManagerProject Managers x 2EstatesManagerService Delivery ManagerAsset Manager |

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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. |
| * The planned maintenance programme adheres to applicable statute, regulation and mandated requirements
* Production and maintenance of an accurate asset register
* Updating of the asset register after lifecycle/reactive replacement of equipment
* Establish and maintain an up to date and accurate maintenance task library
* Write and develop business cases for technical project and life cycle replacement works.
* Develop technical specifications for projects work.
* Provide Technical Support for the wider business.
* Actively manage CDM requirements during project activity.
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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 the management information system
* Produce an accurate asset register utilising all available information including operations and maintenance manuals
* The updating of the asset data in a timely manner as required following completion of projects, lifecycle replacement or works
* Provide authorisation for Life Cycle perusal.
* Identify and develop business cases for technical project and life cycle replacement works.
* Develop technical specifications for projects work.
* 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
* Ensure documentation and administration processes and procedures are adhered to
* Collating, controlling updating the As Built records including property files and drawings as necessary
* Provide inputs into business cases in support of all technical related works.
* Attending meetings as directed with G4, CMT and RMPA to discuss Planned Maintenance works programming and progress
* Providing technical advice and support to the technical services team and where appropriate RMPA, G4 and CMT
* Demonstrate a technical understanding of system processes.
* Provide monthly KPI reports as required.
* Participate in On Call and escalation processes and activities
* 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. |
| * Produce and maintain an up to date asset register
* Develop and keep updated a planned maintenance task library
* Construct an accurate planned maintenance programme
* Publish the planned maintenance programme in line with contractual obligations
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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 Technical Qualification in Mechanical or Electrical Engineering.
* Familiarity with Building & Civil Engineering
* Experience in scheduling and programming planned maintenance activities
* Familiar in utilisation of CAFM systems.
* IOSH Managing Safely or equivalent
* Authorised Person in a relevant discipline (Desirable)
* Familiarity working within JSP 375 Safe Systems of Work
* 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 |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Innovation and Change
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| * Rigorous management of results
 | * Business Consulting
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| * Brand Notoriety
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner |  |

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