

Job Description:   
Asset & Estates Analyst

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| Function: | | | | G&A Segment, Managing Agent business | | | | | | | | |
| Position: | | | | Asset & Estates Analyst | | | | | | | | |
| 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 support decision making for the Client’s assets, buildings and estate. The useful information that you will create will lower the risk and cost of operating the portfolio, improve the performance and allow the Client to meet their strategic and tactical business objectives.  This is an exciting opportunity to business intelligence to drive the asset management approach on a large and publicly visible portfolio. | | | | | | | | | | | | |
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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 available for analysis from multiple sources in differing formats * Interpretation of data findings into useful information that will improve the portfolio’s asset and estate performance * Finding useful trends and information when faced with a blank sheet of paper. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Understand client strategy, objectives and tactical requirements and how these inform the focus of business intelligence activity * Create reporting and analytical capability to interrogate all estate and asset management data to benchmark, learn about and improve the cost / performance / risk balance * Mine the databases to create useful information within the context of asset and estate management, this will be either self-driven or in response to a request. * Use data science to create benchmarks in performance, identify trends, KPIs, hotspots, and establish deviations and exceptions that inform further analysis to identify cause * For each piece of information supplied provide a sensitivity analysis so that data reliability is understood * Perform data audits to validate completeness of the databases and identify gaps. * Create dashboards as required * Conduct detailed root cause analysis for issues that arise * Align work activity with the annual cycle of activity; planning, delivery and review. * Provide data and analytic output for scenario modeling and to enable effective decision making. |

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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. |
| * Provide useful information that will enable effective decision making. * Reduce the cost and risk of operating the portfolio while improving the performance of the portfolio. * Ensure the databases are fully populated to allow for reliable analysis |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Understanding of facilities management and the types of assets found therein * Data science, Business Intelligence experience * Experience of CAFM / CMMS systems * Ability to deal with complex high volume data * Excellent planning and organisational skills * Naturally inquisitive * Ability to work across functions and with client and suppliers to achieve outcomes   Desirable   * Understanding of Asset management * Experience within an Asset Management environment * Good influencing skills * Good communication skills |

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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 |  | |