

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 the 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. This will be achieved through data analysis and providing the conclusions, formulated by the captured data, in order to lower the risk and cost of operating the portfolio; improve the performance and allow the Client to meet their strategic and tactical business objectives. | | | | | | | | | | | | |
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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 and analysis from various sources. * Interpretation of data into a technical output in order to demonstrate conclusions that will improve the portfolios assets and estate performance. * Management and consistent analysis of the data that may be provided by third parties, in order to find useful trends and information. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Volume and complexity of data requiring management and analysis from various sources. * Interpretation of data into a technical output in order to demonstrate conclusions that will improve the portfolios assets and estate performance. * Management and consistent analysis of the data that may be provided by third parties, in order to find useful trends and information. * Understand client strategy, objectives and tactical requirements and how these inform the focus of business intelligence activity. * Manage all asset data to the data standards, ensure data systems (CAFM & BIM) are up to date and create reporting and analytical capability to interrogate the collated data in order to benchmark, learn about and improve the cost / performance / risk balance. * Receive asset data from the client, Sodexo surveyors and supply chain, quality assure, ensure the asset register is kept up to date and meets the data standard requirements. * Audit asset data and identify gaps, aiming to have fully complete data sets. * 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. * Create routine and as and when required, dashboards which indicate visual analytical hypothesis and conclusion and also demonstrate the progress and condition of the estate to enable effective decision making. * Ensure data management and change control protocols are followed. * Align work activity with the annual cycle of activity; planning, delivery and review. |

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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. * Through analysis, provide useful information that will enable effective decision making to reduce the cost and risk of operating the portfolio and improve the performance of the portfolio. |
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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. * Naturally inquisitive. * Willingness to learn new systems and processes.   Desirable     * Understanding of Asset management. * Lifecycle planning experience. * Experience of using Tableau. |

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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 |  | |