

# Job Description

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Job title	Head of Operational Asset Management	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

- To direct and lead operational asset management activities across our Agility system assets and ensure we apply our strategies and processes in a uniform and consistent manner.
- To lead our operational asset management from surveying, coding and onboarding to reporting on performance and ultimately off boarding where required.
- To identify and report on our risk and to actively promote improvements to our asset management tools and applications.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Be responsible for leading and directing operational and contract based asset managers to achieve consistency of approach and alignment with company strategy and process
- Engage closely with the Head of Strategic Asset Management and ensure that any operational factors are taken into consideration when changing strategy or process.
- Lead and manage asset onboarding activities in close co-ordination with the mobilisation and transition team.
- Actively manage periodic performance reporting and risk analysis and support risk mitigation.
- Be an SME for operational asset activity teams and customer
- Maintain and monitor data accuracy
- Provide active input to the development of our AMT
- Identify on going improvements to our systems and processes where applicable
- Appoint operational asset managers and manage training programmes
- Develop cost effective mobilisation, transition and operational processes to ensure that changing customer requirements, commercial results and operational deliverables are met within agreed timescales.
- Responsible for the application of maintenance strategies to assets
- Collaborate with procurement buyers in the tendering process for subcontracted and supplier services in the supply of asset data and maintenance requirements during mobilisation and transition stage.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Minimum of Diploma level from Institute of Asset Management
- A thorough knowledge of Agility and its operational capability in relation to asset management.
- Experience in the management and onboarding of assets
- Proven experience of operating in an FM environment.
- Proven knowledge and experience of implementing processes into an organisation.
- An effective and progressive leader with experience of directing and developing multi-disciplined teams in demanding environments.
- An experienced leader of change with the ability to lead and direct others towards acceptance of new business ideas, methods and working practices. A clear understanding of transformational leadership and an ability to change structures, culture and behaviours
- A driver of people and projects with a very strong commercial awareness and a track record of achievement on complex and demanding contracts and accounts.
- Ability and experience in developing strong relationships with key customers to support account development and long-term sustainable and profitable tenure.
- Educated to degree level and a member of a relevant professional institute e.g. Membership of BIFM and /or IFMA would be a distinct advantage
- A natural leader with obvious gravitas and charisma to stand out amongst others and the ability to bring the best out of people.
- An obvious empathy with customers and clients, an ability to quickly grasp their needs and adopt the appropriate leadership and communication style necessary to galvanise resources to satisfy clients demands.
- An ability to quickly grasp changing needs and the talent to translate these into operational reality.
- Determination and resilience to achieve objectives and targets when faced with increasing operational difficulties. An ability to identify and drive through 'win-win' solutions when even under considerable or sustained pressure.
- A self-starter who is not afraid to challenge received wisdom and has the resilience to pursue legitimate business aims and objectives.
- The energy and infectious enthusiasm to get things done.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	