

# Job Description

<b>Job title</b>	Technical Asset & Data Manager	<b>Date</b> September 2025
<b>Reports to (title)</b>	Account Director	
<b>Contract/Department</b>	Sky	<b>Revision</b>
<b>Location</b>	The role is based full time at the Sky HQ in Osterley	

## Job purpose

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

This role is responsible for supporting operational site teams in developing and delivering long-term asset management strategies, with a focus on optimal maintenance frequencies and asset replacement planning. The position carries dual responsibility: leading asset management activities and overseeing governance of M&E service delivery.

The Asset & Governance Manager will establish realistic performance targets and KPIs, monitor compliance, and benchmark asset data across a diverse range of assets.

They will drive industry-leading processes for both planned and reactive maintenance, ensuring consistent performance and quality standards in partnership with the client.

The role also involves developing and maintaining lifecycle asset models and associated tools to optimise asset operation, replacement, and refurbishment. This includes producing capital investment plans to ensure assets are maintained, renewed, and developed to safely and cost-effectively meet current and future business needs.

A key aspect of the role is maintaining asset management standards and systems in alignment with the company policy and process.

The postholder will champion best practice, monitor legislative changes, and support activities such as mobilisations, asset capture and onboarding, procurement tender bids, and continuous improvement initiatives.

## 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.

### Leadership

- Lead the Operational Account teams in implementing Asset Management policies and procedures, ensuring critical documentation for asset compliance and maintenance is in place.
- Lead site mobilisations, asset onboarding, and the development of effective maintenance regimes.
- Foster a collaborative and constructive culture, working with engineering operations management, frontline teams, and stakeholders to deliver industry-leading asset management.
- Drive new operational initiatives and effectively implement any contract changes.
- Form a leading role in the delivery of annual renewals and sub-contractor engagement in collaboration with the procurement lead.
- Build and maintain relationships with Operational and IT teams to deliver changes that support evolving customer needs.

### Governance

- Review and implement changes as an outcome of the EMCOR UK SFG20 Monthly Standard Impact Reports.
- Conduct periodic reviews of asset management processes, operational procedures, and performance, ensuring improvement actions are identified and delivered.
- Promote and embed risk-based asset maintenance strategies.
- Ensure operational teams support high-quality data entry standards in CAFM systems.

### Data & Systems

- Take ownership of asset data upload and compliance management activities, CAFM systems, and One Data World Asset Reporting.
- Ensure robust Asset and PPM change control processes are embedded.
- Use data analysis to monitor asset performance, highlight exceptions, and support informed decision-making.
- Implement processes to ensure consistent asset data collection and life cycle asset management planning.
- Drive continuous improvement in asset data quality in line with the EMCOR UK Asset Data Standard.

## Resource responsibilities

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

Potential Asset Verification Budgets.

## Person specification

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

### Essential

- Demonstrable experience in asset management, asset surveying, lifecycle management, customer service and change management.
- Demonstrable experience in CMMS / CAFM systems.
- Experience of best practice standards including SFG20, BSRIA Business- Focused Maintenance and ISO 55001.
- Extensive experience in Facilities Management operations.
- Institute of Asset Management Certificate and or Diploma.
- Line Management experience
- Knowledge of current statutory legislation related to planned maintenance.
- Knowledge of current statutory legislation relating to safe working practices.
- Educated to at least HNC / HND standard (or equivalent) in a relevant hard services discipline.
- Knowledge of MS Office 365

### applications **Desirable**

- Degree educated
- Understanding of data analysis techniques.
- Experience in IOT and alternative maintenance techniques such as condition- based maintenance.
- Professional membership of one or more of the following: IAM, IET, CIBSE,

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BIFM, IFMA, RICS or other. If membership isn't held must be willing to become a member.

- Understanding of the principles of Building Information Modelling (BIM)

## 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.

The role location is on site full time. There will also be a requirement for some UK wide travel which is likely to form around 40% of the role, although this may flex dependent on current mobilisations and projects.

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

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

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	