

Job Description

Job title	Head of Transition and Mobilisation	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To deliver effective mobilisations and transitions to 'steady state' or tendered expectation level. Manage an effective team to deliver comprehensive and accurate asset data and release for operational delivery. Develop SO's across the business to transition areas to most effective operational state.

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.

Asset Management Lead

- Leader in Asset Management
- Promote best working practises and drive accreditation to BS.55002
- Achieve BS.55002 and create a centre of excellence for our customers
- Develop the team and business by achieving further qualifications and experience
- Ensure the alignment ad line of sight through the business by promoting process and procedure
- Manage effective data and asset collection in line with the company standards to create effective work schedules
- Manage sub contract data for release to Procurement to enable effective sub contract work placement
- Leverage the commercial potential of the data and asset life cycle to ensure optimum return for the business and benefit for the end customer, through illustrative Forward Maintenance Registers, asset replacement programmes, volume procurement and customer engagement
- Develop a Mobilisation Key Account Management Plan with a view to creating a collaborative framework that combines both the working principles of collaboration as well as the process involved in taking our customers into an Asset Management Space.

Transition

- Own the Management Operating System Procedure and its trained deployment
- Ensure audits are carried out to improve the businesses compliance
- Develop a Manned Site Management Operating System Procedure with the view to standardising the MOS throughout our maintenance service delivery
- Improve our business in conjunction with operational leads to create improved operating performance

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Value for Money

- Operate in selected environments to either verify or identify ways in which we can deliver value for money
- Work collaboratively rather than in isolation

Standardisation

- Review and evaluate current poorly perceived operational process and procedures with a view to creating efficiencies focusing on an outcome of standardisation, visibility, correct resource requirements and productivity whilst ensuring the customer is at the heart of the process
- Monitor and measure during engagement to ensure processes and remedial plans are implemented and adding value
- Leverage the wider organisation to adapt smart tools focusing on automation and consistency to aid visibility and effectiveness whilst benefiting the operation and the end customer
- Optimise cross work stream working through aligned processes and reduction of duplication
- Develop a cultural change management mobilisation plan that enables us to educate and embed the EMCOR vision and values for new account teams and or individuals

Workforce Engagement

- Promote the cultural shift from traditional perceptions of workplace to navigate into both the physical and digital 'workplace' by empowering, training and supporting people to work in ways which maximise their productivity, innovation and ultimately to deliver best value to the organisation by creating a more responsive, efficient and effective organisation based on balanced, educated motivated, innovative and productive teams and individuals

Mobilisation

- Oversee and manage mobilisations to realise customer expectations, transitioning of new business and transformation of services. You will monitor progression to contract maturity ensuring adherence to projected internal and external, operational and financial KPI's

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.

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- Self starter with high levels of integrity
- Able to function within a team or alone
- Require minimal information to create effective outcomes
- Able to manage team performance effectively
- Challenging and fearless to disturb the norm and create positive outcomes
- Analytical with a logical approach
- Able to articulate both with verbal and written communication
- Complete finisher

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	

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