

Aspire Defence Limited Job Description

Job Title: Business Support Analyst
Division: Aspire Defence Limited (ADL)
Location: Tidworth (SP9 7QD)
Reports to: Strategic Asset Manager, ADL

Key Purpose of Role:

- Provide project support to Estates Business Analyst and Strategic Asset Manager on replacement Asset Management System and new reporting capability;
- Provide project support to Estates Business Analyst and Strategic Change Delivery Manager on new Change Portal and reporting capability;
- Provide general analytical and project support to the Operations Team, including Life Cycle, Assurance and Change.

Key Responsibilities:

Existing System:

- Assist with data cleaning exercise in existing Asset Management system (VFA Facility) in preparation for migration to, or population of new system/database, including new asset data capture, verification and refinement.
- Modify the data for any existing Life Cycle profiles as directed by the Strategic Asset Manager or Estates Business Analyst.
- Assist in developing and populating reporting tools, metrics and scorecards to add clarity to Life Cycle planning and delivery.

Replacement System:

- Liaise with stakeholders to obtain or verify any data required for the new system i.e. up to date condition surveys, photos, spend history and Annual Maintenance Plan information etc.
- Verify and carry out validation checks on data including visiting assets to confirm construction type; number of building elements etc.
- Determine what other Life Cycle data contained within existing repositories needs to be incorporated into new system/database e.g. historic spend, Schedule 52 amendments, condition surveys, photos, Unavailability penalties.
- Assist with setting up the test environment, testing data and becoming a super-user of the new system in preparation for roll-out to other team members.
- Organise training and development for users of the system.
- Thereafter, support any system improvement initiatives including fixes and the introduction of new releases.

Other Life Cycle Improvements

- Help to develop and implement revised procedures as part of the new system implementation.
- Review Life Cycle folder structure and carry out review and rationalisation to archive information in an easily retrievable manner
- Work with the Business Services Manager to ensure all processes relating to Life Cycle are updated accordingly.
- Provide support as required to the Operations Team, specifically in relation to the implementation of the new Change Portal and adding resilience to the Asset List which may become part of the new Asset Management System.
- Undertake other duties as may be reasonably required from time to time by the Strategic Asset Manager, Estates Business Analyst or Systems Project Manager.

Qualifications:

Essential:

- Systems or data management experience.
- Ability to understand building and construction at entry level.
- Experience of working in an FM or Construction related business.
- Undertaken training in Microsoft applications (Word, Excel, Project) and Asset Management systems/databases.
- Full driving licence.
- The ability to achieve MOD security clearance to SC level (within 3 months).

Preferable:

- Experience of IT systems implementations or data migration projects.
- Experience of User Acceptance Testing.
- Experience of authoring process maps; management systems documentation or training materials.

Personal Competencies:

- Proactive self-starter.
- Displays high energy & enthusiasm, with a willingness to “go the extra mile”.
- Ability to work collaboratively with colleagues and across organisational boundaries with sub-contractors to achieve positive outcomes (particularly important in building collaborative relationship with ADSL).
- Quick to identify areas of improvement and follow-up with positive solutions.
- Comfortable working with large volumes of data and is numerate.
- Has a flexible approach to problem solving and analysis.
- Demonstrates professional integrity.
- Displays resilience and tenacity.
- Willingness to commit to the Aspire Purpose Vision Values.

Skills & Experience:

Essential:

- Excellent working knowledge of MS Word; Excel; Outlook.
- Numerically accurate.
- Knowledge of Building fabric and services.
- Demonstrable experience of IT applications and data structuring, storage, retrieval, manipulation and reporting applications.

Preferable:

- Knowledge or experience of working with public sector client and/or working on MoD estate.
- Knowledge or experience of PFI contracts.

Package:

Competitive – commensurate with skills and experience.

12-month Fixed Term Contract.

Full time hours.

Comprises: Basic Salary and pension (with scheme for Employer contribution). Performance related bonus on fulfilment of 12-month contract.