

Aspire Job Description

File Ref: Asset Maintenance Plan Manager ASP/466

Job Title: ASSET MAINTENANCE PLAN MANAGER **HR Ref:** ASP/466

Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)

Location: ASPIRE BUSINESS CENTRE, TIDWORTH

Reports to: LIFECYCLE PROGRAMME MANAGER

Key Purpose of the Role: Reporting to the Lifecycle Programme Manager provide the operational support, guidance and direction to the Garrison Teams in the implementation, delivery and effectiveness of the Annual Maintenance Plan (AMP) in accordance with the Estates Delivery Strategy, statutory requirements, engineering good practice and ADSL's management processes and procedures.

Key Responsibilities: **Quality, Health, Safety and Environment**

- Ensure the adoption of and compliance with ADSL's QHSE policies and procedures.
- Ensure the adoption of safe working practices during the maintenance and repair of the estate.
- Ensure the management of the safe systems of work for all estate related activities.

Service Delivery

- Collate, update and maintain an accurate lifecycle database in line with ADSL's procedures and processes.
- Provide advice to the Garrison Teams for asset renewal and replacement of building elements and systems.
- Assist the Garrison Teams in prioritising and programming major maintenance and replacement works.
- Compile and coordinate Garrison Lifecycle Plans and programme budgets at a business level.
- Provide technical advice to the Garrison Teams on design life options and replacement regimes.
- Undertake through life modelling of asset performance.
- Support the Garrison's in undertaking their annual conditioning surveys to inform the Annual Maintenance Plan.
- Liaise with the Central Commercial Team on all matters related to Lifecycle.
- Ensure all WARF claims are processed to ADL in a timely manner and follow ADSL's processes.
- Ensure that the business AMP is delivered according to contractual deliverables and planned with minimum disruption to Services and the Customer.
- Review Garrison Lifecycle submissions to ensure accuracy with regards to scopes, specifications and budget.
- Manage the business interface with MUJV and Sodexo with regards to lifecycle planning.
- Provide concise reports to the Lifecycle Programme Manager on

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all Lifecycle and AMP issues.

- Assist with the delivery of ADSL's Roads, Pathways and Hardstanding's Strategy.
- Carry out such other duties as may be reasonably required from time to time by the Lifecycle Programme Manager.

Qualifications:

Essential:

- An industry recognised professional qualification in engineering, building services or facilities management.

Desirable:

- An industry recognised H&S Qualification.

Skills/Experience:

Essential:

- Extensive experience of managing commercial or government asset portfolios including infrastructure.
- Experience in planning programmes of work for maintenance, lifecycle and change including surveying and pricing.
- Proven track record in the management of asset data bases and CAFM Systems.
- Good leadership and interpersonal skills.
- Commercially aware with good influencing skills.
- Excellent client facing skills with the confidence to deal with people at all levels.
- Ability to lead, inspire and motivate a team to meet objectives.
- Capable of working independently and collaboratively as part of a wider team.
- Excellent communication, numeracy and presentation skills.
- Excellent written communication skills including report writing.
- A good working knowledge of IFS, Microsoft Word, Project, Excel and PowerPoint.
- Proven financial awareness.
- An eye for detail.

Desirable:

- Experience of working in a MoD and/or military environment.
- Experience of PFI would be an advantage.