

Aspire Job Description

Job Title: AMP MANAGER **POSITION ID:**AMP729

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: TNB

Reports to: Asset Planning Manager

Key Purpose of the Role: Identify and plan 15 and 60 month fully priced rolling programmes of lifecycle work which is fully supported by asset data. Consideration and planning of LC work in conjunction with other customer funded projects that minimise disruption to the client and provides value for money to our client. Engagement and agreement of the works with all stakeholders in a timely manner.

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

- Ensure compliance with ADSL's Management System QHSE policies and procedures.

Service Delivery

- Deliver the 15 month AMP by end of April, fully justified, properly estimated. with the top 15 projects identified, board papers produced and dates set for the works to be started/completed through planned discussions with the Asset Delivery Manager and GMT.
- Deliver the 60mth AMP by end June fully justified and co-ordinated to an appropriate quality.
- Liaise with Snr PM to hand over ownership of the scope production to them and ensure all relevant documentation is supplied. ie.: ecology risk, design requirements, any other specialist requirements for the works and an outline scope of all works required.
- Review all condition surveys carried out by the Asset Data team and liaise with Asset Data Manager to ensure that the quality of the surveys carried out are acceptable and work towards an improvement if required. Review all risk escalation from maintenance teams and co-ordinate future LC works for problematic buildings.
- Attend all LC meetings with ADL, GMT and any other stakeholders.
- Oversee the production of ROM Estimates and submit to Commercial within the contracted time.
- Package surveys arisings into projects (by asset and by similar work, e.g. Roads, BMS) with any associated Change, Comp, UANs, intrusive maintenance, other improvement opportunities, to reduce repeat disruption to customer and improve efficiency of project delivery.
- Manage Building Regulations / Control and Planning Applications where required.

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- Line manage the estimators, their workload, quality of work produced and carry out the teams PDR's. Ensure that estimators have WARF's in place for all assets.
- Drive towards larger co-ordinated projects, with larger projects being identified 2 years in advance to ensure time is allowed for planning and design issues where necessary.

Qualifications

Essential:

- NQF Level 4/5 in a relevant discipline
- Recognised Technical Institute membership.

Experience & Knowledge:

Essential:

- Planning and pricing programmes of work for maintenance and lifecycle.

Skills:

- Demonstrates a top-level commitment to Health and Safety, believing that Zero Harm is achievable
- Generates energy and enthusiasm by creating a strong and inclusive sense of team, demonstrating a genuine interest in the feedback of others.
- Demonstrates responsibility for prioritising, setting, and monitoring daily/weekly targets, striving for high performance, and managing any deviations
- Demonstrates high energy and efficient use of time, running effective meetings, managing conflicting priorities and progressing several issues simultaneously.
- Uses a robust manager framework, setting and agreeing appropriate deadlines, actions, tasks, and standards for team members.
- Analyses and critically evaluates performance reports/SLAs to make timely and informed decisions and takes action to manage outcomes based on this.
- Encourages a strong sense of team spirit by setting and driving objectives that requires combined working to deliver top performance.
- Demonstrates understanding, management and balance of all cost, profit, and quality levers/KPI's within their control and proactively considers the impact of their actions on these commercial goals and objectives.
- Understands key stakeholders (internal and external) and develops strong, productive, and sustainable (multiple) relationships.
- Is future-focused, anticipating change and willing to try new methods, adjusting and modifying their approach to drive team performance.
- Through leadership, creates an environment where teams and individuals can do their best work
- Able to communicate clearly to inform and influence others; uses appropriate, effective methods to deliver messages

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- Delivers a high-quality service that meets or exceeds our customer's expectations
- Maintains an appropriate level of quality, delivered in a systematic and consistent way to enhance both customer and stakeholder satisfaction
- Delivers services in the most cost effective and timely manner within agreed budget and process; able to identify potential business risks and opportunities.

Date: December 2020