

## Head of Enterprise Asset Management

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**Department:** Infrastructure, Housing and Environment

**Division:** Enterprise Asset Management

**Reports to:** Group Director - Operations and Transport

**JE Reference:** IHE1077

**Grade:** CS15

**JE Date:** 16/8/2021

### Job purpose

Hold strategic responsibility for the provision of enterprise asset management direction and leadership across Government to ensure that software, systems and services used to maintain and control all Government owned property, infrastructure and operational assets and equipment are optimised and run consistently to maximise quality, productivity and efficiency and that all asset management activities are focused on and achieve organisational objectives.

Be responsible for identifying strategic requirements for asset management across Government, leading on demand analysis and forecasting, and developing an overall asset strategy which is forward-looking and maximises asset quality and reliability.

### Job specific outcomes

1. Run the Enterprise Asset Management Office as a customer-centric asset management centre of excellence model underpinned by a business partnering approach to provide support and guidance to the wider organisation owning and managing assets. Act as the principal point of expertise for Ministers, Directors General, Directors and other senior executive stakeholders in relation to strategic asset management and be responsible for stakeholder management, including across IHE and all other Government departments managing assets, and partner organisations, entities and parties, ensuring that advice is appropriate to all, including to islanders as Government clients.
2. Define corporate aims, objectives and expected outcomes for asset management policy and strategy, taking into account goals, risks, constraints and legislative requirements.
3. Develop key strategies for the overall systems, asset portfolios and/or asset groups that support Government strategic aims and objectives, working closely with departments and functions responsible for asset management to implement a joined-up asset management model aligned to the principles of the ISO55000 framework.
4. Be responsible for planning the implementation of the asset management strategy and policy, including preparation of business plans, financial projections, setting requirements for systems development and management team-building, ensuring that there is a common understanding and consistent approach to asset management across Government.
5. Be responsible for coordinating forward looking capital management and planning, including forecasting and scenario modelling, capital planning alignment to strategic

asset management plans, Government Plan creation for featuring of capital and asset management plans, corporate capital projects performance monitoring, governance and reporting; also, supporting departments in adhering to the capital planning and management processes.

6. Be responsible for setting common corporate standards and setting and monitoring the direction for asset lifecycle management to maximise asset utilisation across Government; this is achieved through analysis of risk and opportunity, review and monitoring of asset care and maintenance, assessment of asset condition management, including data integrity and asset condition indicators, establishing asset management KPIs and supporting departments in optimising the economic performance of assets.
7. Hold accountability for asset capability management and the planning and implementation of improvements to the quality of asset management processes, including reviewing and monitoring asset performance against the strategic asset management plan, asset management strategy and objectives, monitoring risk and planning for contingencies, overseeing resource planning and knowledge/skills management and assessing compliance to ensure continued value realisation for all Government assets.
8. Work with other senior leaders across the organisation on all strategic matters in relation to asset management performance and development and delivery of the asset management strategy to ensure that stakeholders are engaged appropriately in all strategy processes.
9. Oversee the provision of support and guidance services to departments for the creation and analysis of asset management data; also ensuring all asset related KPI's and SLA's are met at both corporate and local level and continuously developing technological and process capabilities across all asset management system to promote increased performance from all assets within the Government's portfolio.
10. Work synergistically with key support stakeholders across Government to develop and discharge the effective implementation of the asset management strategy and policy, including Treasury & Exchequer, Commercial Services and People Services.

### **Statutory responsibilities**

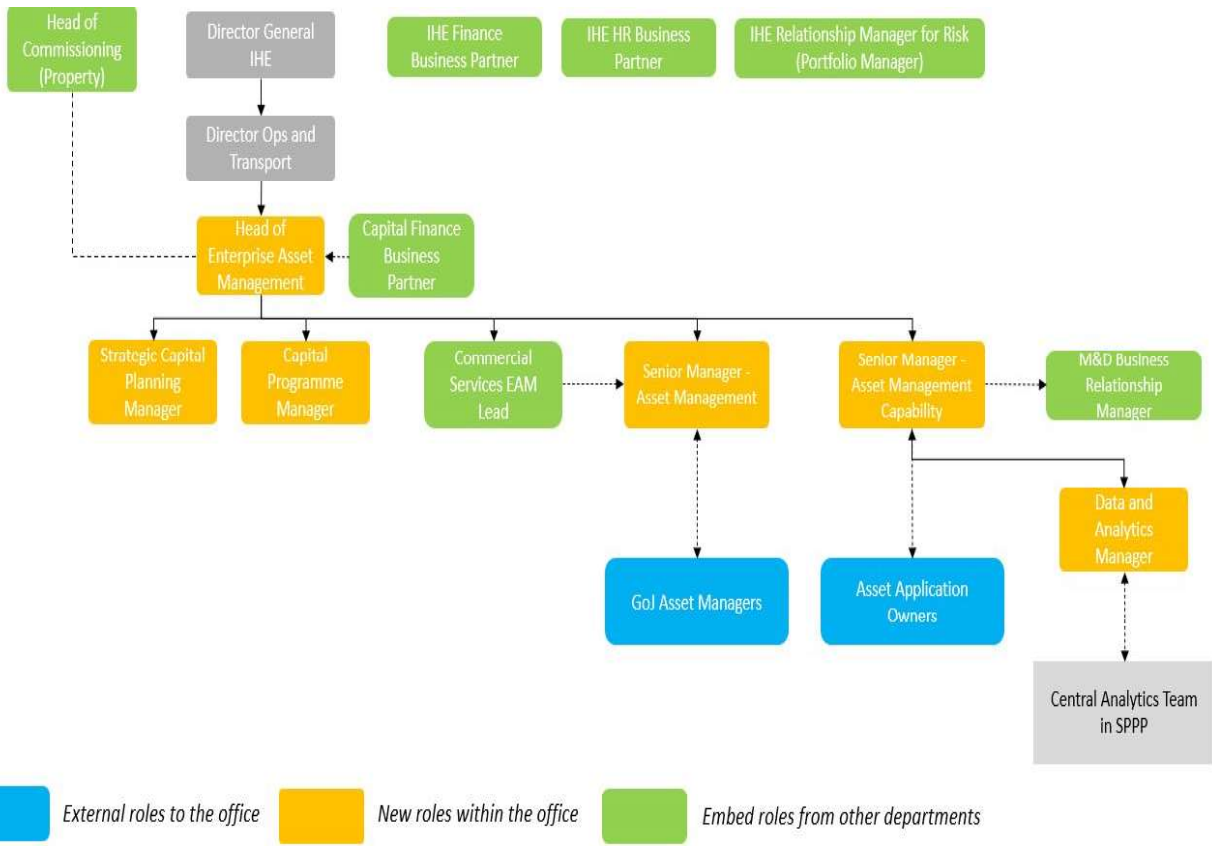
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### **Services**

- Capital management and planning
- Asset lifecycle management
- Asset capability and data management

**Organisational structure**



**Organisational structure**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Qualified to degree level 7 in a Business, Finance or Property related subject or an equivalent professional qualification.</p> <p>Post Graduate qualification (MBA or equivalent)</p> <p>Full membership of a related professional body (e.g. IAM or similar professional body)</p>	
<b>Knowledge</b>	<p>Demonstrable track record and related knowledge of managing and directing a range of enterprise asset management services, including strategic data management, asset lifecycle management and / or capital management.</p> <p>A working knowledge of relevant legislation and regulations, including health and safety, and other statutory requirements.</p> <p>Knowledge and understanding of asset management decision making processes, best practice business models, the key link between asset management strategies and business goals, environmental management standards and excellence models</p>	<p>Knowledge of:</p> <p>The ISO5000 framework.</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<b>Technical / Work-based Skills</b>	<p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Ability to analyse and interpret complex specialist MI data and to use it to inform business decisions, policies and strategies.</p>	<p>Driving licence (Group B)</p>
<b>General Skills/Attributes</b>	<p>Ability to build and develop strategic relationships with key stakeholders, influencing and negotiating with a wide range of partners to achieve good outcomes on behalf of the public service.</p> <p>Excellent persuasive written and verbal communication skills that underpin expert negotiation abilities</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Ability to build effect relationships and links with a variety of internal stakeholder and third parties.</p>	

<p><b>Experience</b></p>	<p>Prior experience in an Asset or Property Management role</p> <p>Experience of the design/re-design and implementation of new standards and delivery models</p> <p>Experience of the specification, procurement, and implementation of new system solutions</p> <p>Experience of working with multiple stakeholders to manage change</p> <p>Proven track record of building teams and leading high quality property services.</p> <p>Demonstrate significant experience of working in a senior role in a political environment and evidence of the ability to challenge and negotiate with a wide range of stakeholders.</p> <p>Demonstrate experience of working at a senior level within a related field, supported by in depth commercial and technical expertise.</p> <p>Experience of service improvement and change management and be skilled in building, leading and developing others.</p>	
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### **Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tiers 1 to 3 core accountabilities, attributes and behaviour indicators.