

Job Description

Post Title: Asset Manager (Infrastructure Delivery)

Directorate: Delivery Directorate

Reports to: Asset and Decarbonisation Lead

Direct Reports: Up to 3

Key Relationships: Delivery Directorate – Delivery & Portfolio Units, TfWM Integrated Transport Services team, TfWM Assets team, local authorities, transport planning consultants, Midland Metro Alliance

Role Summary

The Asset Manager will establish, shape and deliver a new Asset Management function for the Delivery Directorate. They will oversee production of comprehensive whole life strategies, policies and processes for managing new transport assets, ensuring project business cases include for whole life asset management plans and that completed projects are handed back to scheme sponsors with comprehensive asset management plans.

The Asset Manager will ensure the planning, design and delivery of new major transport assets, delivered by the Delivery Directorate, take account of whole life implications on costs, maintenance and management, minimising future liabilities and delivering best value.

Responsibilities

- Lead the creation, establishment, and delivery of the Delivery Directorate's asset management function, including delivery of new asset management systems and responsibility for oversight of whole life strategies, policies and processes to manage TfWM's newly delivered capital infrastructure.
- Ensure the future asset management and maintenance implications of detailed designs and construction are adequately defined, costed and embedded into project development activities across the development, focussed on reducing future liability and delivering best value. Influence the development of business cases, to ensure comprehensive asset management plans are developed.
- Responsible for the interface with asset owners/operators in the handback of projects following construction, ensuring that asset management records are completed effectively and efficiently.
- Responsible for ensuring that delivery teams are producing comprehensive asset management plans including data to baseline, monitor and evaluate the impacts of construction on existing assets.
- Ensure assets are in compliance with relevant standards, operational and stakeholder requirements.
- Interpret, analyse, and write complex technical reports that cover all aspects of asset management.
- Establish, develop, and maintain close collaboration with delivery teams and asset owners/operators, providing specialist knowledge to input into the asset management plans for individual disciplines.
- Manage and direct the activities and performance of consultants (including term consultancies) to ensure high quality outputs for use in scheme development relating to asset management, including leading procurement activities.
- To assist with the development of the wider WMCA's Asset Management System in line with the principles of ISO55000 to develop plans for assets taking account of all relevant internal and external stakeholder and the policies and strategies of WMCA.

- Lead in the preparation and delivery of reports for senior management, elected members, WMCA committees, programme boards and Local Cabinet, ensuring that project documentation produced for review and approval is done so in a timely and accurate manner.
- With support from finance and commercial colleagues, manage budgets and ensure that financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested.
- Ensure that lessons learnt as part of the post project review within the gated project lifecycle process are recognised and implemented as appropriate in development and delivery of the project portfolio going forward.
- Managing direct reports in accordance with WMCA's published HR policies and procedures.
- Ensure all asset management complies with all applicable organisational legislation and policy.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Background in Asset Management ideally within the transport/construction sector	X			X	
Demonstrable experience developing whole life strategy, policy and processes for Asset Management	X		X	X	
Experience of Asset Management standards such as ISO55001	X			X	
Experience using / implementing electronic Maintenance Management Systems		X		X	
Experience of providing commercial management support within either a transport or other local/national public sector organisation		X		X	
Track record of budgetary planning and effective monitoring and control, and an ability to identify solutions to financial and contractual challenges		X		X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge of legal implications surrounding asset management.	X			X	
Excellent stakeholder management skills.		X	X	X	
Partnership-building skills developed in a political environment.		X	X	X	
Strong organisation and project management skills	X			X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
An appropriate degree level qualification or appropriate alternative. e.g. Civil Engineering, Highways or Building.	X				
Appropriate professional memberships e.g. APM, ICE, CIHT.	X				
PRINCE2 Practitioner (or equivalent).		X			

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
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Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis