Further particulars for the post of Asset Manager
Requirement

St John’s College wishes to appoint an Asset Manager on a 2-year fixed term basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: The Domestic Bursar’s aim is: to provide cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Asset Manager

Department: Maintenance

Responsible to: Deputy Head of College Buildings

Job Purpose: To carry out strategic asset management improvements to College maintenance systems in a way that contributes to the provision of an efficient maintenance service which has due regard to the nature of the buildings and occupants.

Principal Responsibilities

1. Responsible for the successful operation of the College M&E assets over their lifetime, ensuring they perform to the best of their ability and that the correct asset management strategies are in place.
   a. Develop and manage the asset lifecycle database to monitor and report on College assets.
   b. Identify and consolidate asset data into a comprehensive mechanical, electrical and fabric asset register ready for third party verification
   c. Oversee asset condition surveys, ensuring that all data provided is correct and in line with our strategic requirements.
d. Develop the College CAFM system ensuring the College assets mirror the asset lifecycle database

e. Create planned preventative maintenance schedules for the College assets/plant/systems in line with industry best practice SFG20

f. Assimilate data and report on agreed asset performance to internal and external stakeholders, so that informed decisions can be made for 1, 3, 5 & 10 year lifecycle replacement planning

g. Ensure all assets and room locations are labelled.

2. A TabsFM super user able to derive and implement best use of the CAFM system to deliver the departmental objectives.

a. Produce reports and data to enable resource planning and deliver efficiencies within TabsFM

3. Improve the visibility of statutory compliance and ensure compliance at all times.

4. Liaise with consultants, contractors and sub-contractors in regards to new projects and upgrades

5. Create departmental policies and procedures as required

6. Support the wider team and help deliver operational improvements

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

Resources Managed / Facts and Figures:

1. TabsFM

2. Asset Lifecycle Database

3. Other departmental databases

4. Elements of Statutory Compliance

Decision-making

1. Correct interpretation and execution of SFG20

2. TabsFM configurations and effects on service delivery

3. Lifecycle data analysis

4. When a problem should be referred back to my line manager
**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

**Qualifications, Knowledge and Experience:**

1. An Approved training course(s) and working experience in Asset Management systems such as City Guilds, NVQ or equivalent
2. Experienced in CAFM systems
3. Understanding of SFG20
4. Awareness of and the ability to implement the appropriate Health and Safety regulations
5. Awareness of Building Regulations in relation to mechanical and electrical services
6. Awareness of WRAS and water fittings regulations

**Skills, Abilities and Competencies:**

1. Ideally Degree level qualified or above or suitable experience of an equivalent level
2. Strong communication and organisational skills talking with internal and external parties
3. Extensive knowledge of computer aided facilities management systems
4. A good understanding of the principles of asset management systems
5. Familiar with database manipulation and data analysis
6. Self-motivated with the ability to work on own or as part of a team
7. Keen attention to detail and proactive organisational skills & Strong numerical and presentation skills
8. Proficiency in Microsoft Word, Excel and PowerBi

**Terms and Conditions**

- **Length of post:** 2-year fixed term contract
- **Salary:** The salary for the post will be between £39,360.14 and £44,300.45 p.a. (depending on experience)
- **Hours of work:** 37.5 hours per week
- **Location:** The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
Additional Christmas salary payment
Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

**Recruitment Process**

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on 15 August 2022.

**We will be interviewing candidates as applications come through and we therefore reserve the right to close this vacancy early if we find a suitable candidate.**

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.