Role definition

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| Job title: | Asset Data Support Officer & Handover Coordinator | | |
| Reports to: | Configuration Manager | | |
| Direct reports: | None | | |
| Business unit: | Baker Hicks | Location: | Aldermaston/Reading Area |

Summary

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| Support the Information Management function on behalf of the Programme Partner, liaising with Partners, the client, engineering stakeholders, |

Key objectives*(4 maximum)*

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| * Assist the management, coordination, quality control and dissemination of Information and data within Programme information systems using new and existing Information Management systems. * Maximise the value of Information and associated processes across the programme and Monitor & Report on compliance against Information Standards * Develop and maintain a stakeholder strategy, analysis and engagement plan. In particular liaise with system engineering teams in a business analysis capacity to direct and extract information requirements - developing an asset register and asset specific information to assist in classification of configured/non-configured items aligned to a priority matrix. * Configure asset data in a modular way through the development of Product data templates in alignment with Asset maintenance standards such as SFG20 and/or manufacturers requirements or develop specific asset requirements where appropriate with legacy value. |

Principal responsibilities and accountabilities

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| * Accountable for reporting to the Information and Configuration Management Programme Lead * Accountable for data status reporting to Configuration Manager * Personal responsibility to maintain standards in environment, safety, health, security and quality and a proactive and positive team player as a member of the partnership delivering the programme.   Instrumental in culture change through the development of an electronic document records management system.   * Ensure the provision of timely notifications of Risks, Issues and Mitigating actions to the Programme Controls Team via digital processes and platforms. Monitor Risk, Action, Issues and Dependencies (RAID) * Ensure peers and partners fully understand the Programme’s Information Standards and are aware of end client expectations. * Work towards maximising the value of Information at all times across all programme stakeholders * Provide regular data compliance reports/audits to assist in status accounting * Other duties as instructed by the Information and Configuration Management Programme Lead or Configuration Manager. |

Person specification

Qualifications and training

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| * NVQ or equivalent qualification or suitably required experience in data administration |

Technical skills and experience

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| Technical skills   * Suitable experience in a relevant project delivery role within the construction industry * Experience within a secure, regulated and/or assurance driven sector ie Ministry of Defence or preferably Nuclear industry. * Proficient in MS Office and substantial experience of using/supervising information shared through Electronic Document Management Systems. * Experience in managing document status’s, efficient document workflows and appropriate access control. * An understanding of Building Information Modelling process and systems * Strong communication skills including verbal, written and presentation skills and experience of delivering document audit reports   Personal   * Strong attention to detail, personal responsibility, and analytical skills * Highly effective multi-tasking and organisational skills and work under pressure and at pace at times. * Strong interpersonal and influencing skills with demonstrable experience of working with cross-functional teams. * Willing and able to obtain appropriate level of Security Clearance (N.B. may require Developed Vetting) * Willing to learn new Configuration and Project Management skills to deliver the role   Desirable   * Knowledge of commercial common data environments * Experience with SharePoint systems * Familiarity with BS1192:2007 and ISO 19650 /ISO 9001 experience * Experience in EDMS configuration * Business Intelligence (BI) applications and report modelling * An appreciation of drawing office functions associated with baseline and project drawings * A basic understanding of ONR Licence Conditions |

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| NAME | DATE |
| NAME: Gavin Burt |  |
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