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.
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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.
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Person specification

Qualifications and training

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