Transport for Greater Manchester

Role Profile

Role:	**Asset Data Strategy Manager**
Directorate:	FCS
Salary Band:	9
Post reference:	AM3
Job Evaluation Ref & Date:	01.02.2016
Role statement of purpose:	To create and embed the asset management data strategy required to enable TfGM to achieve its asset management vision within the established capability of Asset Management Office. The role will identify, own and articulate TfGM's asset data requirements and create the change necessary to deliver these needs. They will also support the efficient provision of the right data to both the capex and opex investment teams.
Reports to	Head of Asset Management

	Key Role Outputs(KROs) *these set out what must be achieved for the post holder to be successful in the role*	**Key Actions** *These set out how the KROs will be achieved – the activities required.*
1.	A managed asset master data dictionary and asset hierarchies.	• Set the scope for data quality improvements to reach an accreditation of ISO55001. • To be accountable for the quality of asset data at TfGM. • Lead, support and liaise with all asset managers across TfGM on all matters relating to asset data. • Influence the data asset management across TfGM using presentations to key internal stakeholders.

2.	TfGM capability to identify and deliver additional future data asset management initiatives.	- To identify opportunities to create improvements in service levels, efficiency, or realise new value through the alternative use of, or development of assets. - To contribute to the development of asset management at TfGM ensuring that the asset management approach is benchmarked against ISO 55001. - Develop and lead on a robust approach to break down the current modal silo's and ensure a TfGM wide solution that will deliver the envisaged benefits. - To produce asset data procedural documentation and maintain to ensure continued relevance
3.	A methodology for the delivery of asset related capex and opex decision making.	- Identify and analyse the asset base to meet key business drivers (commercial growth, capacity / demand balance, customer service, operating efficiency, health & safety, regulatory, environment, and asset reliability/ availability) - To identify alternative scenarios for achieving desired outcomes and evaluate them against capex, opex, service and risk drivers. - Support the delivery and continual improvement of the corporate asset management strategy on an annual basis - Negotiate with asset management subject matter experts their appropriate data asset management approach to ensure alignment with TfGM strategy - Engage with each operational mode to ensure that their data asset management plans are consistent with the TfGM asset management strategy and delivered against annual and timely deadlines - Determine the relative priorities of different investment drivers and support the delivery of business cases across TfGM

4.	A "centre of excellence" for asset data quality	- Develop and manage asset data improvement criteria which will add the most value to the business, increasing reliability, safety and efficiency and ensure we meet our data compliance requirements. - To produce asset data procedural documentation and maintain to ensure continued relevance. - Manage the efficient provision of the right data to both the capex and opex investment teams. - Ensure consistency of approach and working with stakeholders to agree prioritisation scores - To produce investment needs statements and business cases, and gain approval for schemes to allow business outcomes to be delivered. - Ensure that all relevant organisations and individuals are appropriately briefed on all activities - Encourage that all relevant documentation is recorded on the required information management systems
5.	A structure for the Asset Investment Maintenance Plan within the AMO	- To determine the priority for investment, present them for approval, and act as the client on behalf of Asset Management through the life-cycle of these projects. - Develop and manage accurate in year performance reporting. - Support operational asset management subject matter experts across TfGM deliver information as part of business case development.
6.	An embedded new reporting methodology	- Develop in-depth analysis and presentation of key issues and themes, reports to be delivered sometimes with tight deadlines. - Identify and sustain the raising of the profile of pan-TfGM asset management initiatives through continued communication and engagement. - Ensure that whole life cost analysis, serviceability risk and regulatory compliance are factored into reports. - Use value engineering to determine decisions. - Analyse complex and technical information from varying sources in order to produce required documentation and reports. - Provide regular and ad hoc reports as required

7.	Established collaborative knowledge and subject matter experts	• Support the development of asset management maturity, capability and competency across TfGM. • Determine the priority of activities in the portfolio, demonstrating and presenting the benefits (including financial efficiencies) that the portfolio is achieving or will achieve in the future to all stakeholders.
8.	Development and configuration of TfGM's Asset Management Information System (Infor EAM)	• Minor configuration of the system to allow for changes in the asset base and improved business processes • Develop new business reports as required

	Compulsory Outputs (COs) *these set out what must be achieved for the post holder to be successful in the role*	Key Actions *These set out how the COs will be achieved – the activities required.*
C1	Ensure compliance with all applicable organisational legislation and policy:	• TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Dignity at Work policy • Information assurance and security in line with Cabinet Office requirements; • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values
C2	Any other reasonable duties as required from time to time	

Key Interdependencies	

Key Contacts	In TfGM:
	 • Head of Asset Management
	 • Metrolink Head of Operations
	 • Rail operations manager
	 • Head of Property TfGM
	 • Asset Management Office members
	 • TfGM's Information Systems Directorate
	 • TfGMs asset management community
	 • Human Resources Director
	
	 Third Parties and other external contacts include:
	
	 • DfT
	 • Office of the Rail Regulator (ORR)
	 • Local Highway Authorities
	 • Network Rail
	 • Suppliers
	 • Contractors
	 • Stakeholders – these include:
	      ○ Rail Accident Investigation Bureau (RAIB); and
	      ○ Health and Safety Executive (HSE)
	 • Industry bodies

Direct reports	None
Budgetary responsibility	As delegated by the Head of Asset Management
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only **Created by** **Mike Smart 15.01.16**	**Updated**	**Updated**	**Updated**	**Updated**	**Updated**
	Rob Gray 01.08.2017	David Smith 10.09.2021			

Transport for Greater Manchester

Person Specification

	ASSET DATA STRATEGY MANAGER *(Knowledge, skills and experience required at selection stage)*
E	**Essential Experience:**
E1	Experience in working in an asset management organisation
E2	Experience of asset data and information requirements
E3	Have a thorough working knowledge of the theory and practice of asset management as stated in the requirements of PAS 55/ ISO 55001
E4	Significant asset stewardship and asset management experience, with understanding of the impact of asset management decisions on the operational activities
E5	A working knowledge and experience of assets and asset management risks and how they are identified, analysed, evaluated and treated
E6	Practical and demonstrable understanding of the interactions between financial and non-financial (technical) decision making and the application of financial management principles relevant to asset management at all stages of the asset lifecycle
E7	Demonstrable understanding of all stages of an assets lifecycle such as maintenance and project delivery/handover and the ongoing verification of those competency requirements
E8	Significant experience of negotiating and persuading a variety of stakeholders in the pursuit of positive outcomes
E9	Demonstrable ability to use all Microsoft Office programmes effectively
E10	Member of Institute of Asset Management
E11	Demonstrable ability in the use and development of Enterprise Asset Management Systems
D	**Desirable experience:**
D1	Understand asset performance requirements and the analysis techniques needed to verify that assets are meeting the required levels of service
D2	Demonstrable experience in a senior management role
D3	Programme and Project Management experience
D4	Demonstrable understanding of contract and financial management
D5	Be effective in engaging internal and external stakeholder groups that have an influence on or are influenced by the asset management system
EQ	**Essential Qualifications – Technical, Vocational or educational:**
EQ1	Educated to degree level in the technical or business discipline
DQ	**Desirable Qualifications – Technical, Vocational or educational:**
DQ1	Evidence of performance improvement (Six sigma or Lean) qualification
EA	**Essential Attributes:**
EA1	Enthusiastic
EA2	Honest and open
EA3	Sufficiently fit to be able to work on the system in all environmental conditions
EA4	Excellent team worker
EA5	Able to work flexible hours