

## JOB DESCRIPTION

**JOB TITLE:** Technical Services Mobilisation Manager

**LOCATION:** National

**REPORTING TO:** Business Improvement / Senior Mobilisation Manager

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### OUR VALUES AND BEHAVIOURS

**Respect** - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

**Collaboration** - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

**Integrity** - This is about being honest, reliable and trustworthy and always delivering on promises.

**Innovation** - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

**Excellence** - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

**Trust** - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

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### Job Objective & Responsibilities:

This is an exciting opportunity role for an experienced mobilisation manager to join a dynamic fast paced team primarily for the support to the Technical Operational teams on the award of "New" contracts and Re-Mobilisation\Demobilisation of existing contracts. Working within the Mobilisation and Business Improvement team to meet the requirements and contract terms and conditions

### Main Duties:

- Ensure the successful transition of newly awarded technical contracts through utilising extensive mobilisation experience and working closely with the contracts and operational Teams at all stages
- Lead the technical mobilisation phase, seamlessly handing over the project to the operational managers and supporting them during the transition through to steady state
- Act as the point of continuity for mobilisation and service transition management across all newly awarded projects
- Mobilise, re-mobilise and de-mobilise contracts.
- Engage with key stakeholders and act as the conduit to ensure all mobilisation actions are completed in the agreed timeframes.

- Responsible for management of the mobilisation budget, ensuring each mobilisation is successfully delivered within the budget constraints.
- Co-ordinate the relevant business support departments at various stages throughout the process.
- Liaising with subcontractors to ensure all actions are achieved within agreed budgets and timeframes.
- Conduct TUPE consultations in conjunction with HR and Operational Management teams.
- Chair weekly meetings/conference calls with the operations team and client to update on the contract mobilisation progression, sharing the updated mobilisation plan.
- Ensure all sites have compliant company documentation from day one.
- Complete admin tasks, including but not limited to - compiling asset registers, printing H&S documentation where needed, setting sites up to use PPM planners.
- Provide assistance and liaise with other ABM stakeholders in the delivery of training to sites on business processes and procedures.
- Review tender/contract scope of works.
- Highlight any issues or risks which may impact the successful delivery of the project, ensuring business continuity during transition.
- This role has a national remit and mobility is of paramount importance.
- Supporting at presentations and contribute to bid proposals.
- To inspect the condition of services on the contract awarded site(s) and manage the reporting within contract allotted timeframes in terms of:
  - Condition report of plant, equipment and sub-contracted services
  - Asset Verification
  - Standard Operating Procedures
  - Single Point of Failures (SPOF)
  - Energy assessment and reporting
- Comply with ABM Health, Safety and Environmental procedures.
- Complete any other associated task requested by the management.

## Person Specification:

### Essential

- Technical qualifications (formal) are a preferred but not essential (typically 18<sup>th</sup> edition, c & g 2391)
- Education - good written and spoken English and basic Mathematics skills.
- Formal Building Maintenance training. (BMS)preferred
- Formal health and safety training. (IOSH Managing Safely) preferred
- Experience in mobilisation / project management role previously.
- Experience Sound understanding and experience of meeting health and safety obligations regarding maintenance activities
- Aptitudes Good verbal communication skills and good written English skills.
- Numerate and proven IT skills in excel,word – visio an advantage
- Experience in CAFM systems (Labour Load, SFG20) preferred
- To have a calm manner and able to work under pressure. Able to make sound decisions when needed.
- A team player, able to work with the ABM Operational teams and client's representatives at all levels.
- Good personal presentation and hygiene
- Incumbents must have a high level of energy, be self- starters, confident and stable in manner.

### Benefits

- ✓ Salary competitive depending on experience
- ✓ Annual Bonus
- ✓ 25 Days Holiday plus Bank Holidays
- ✓ Perkbox Employee support and discount scheme
- ✓ ABMCares

- ✓ Cycle to Work Scheme
- ✓ ABM Referral Scheme
- ✓ Employee Assistance Programme (EAP)
- ✓ ABM University
- ✓ ABM Training

**NOTE**

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.