



## JOB DESCRIPTION

---

<b>Job Title:</b>	Mobilisation Manager
<b>Reporting to:</b>	Managing Director
<b>Location:</b>	UK - Midlands
<b>Closing Date:</b>	Friday 18 <sup>th</sup> May 2018

HBE is a successful provider of Compliance Services across the UK and Ireland. The business is looking to recruit a Mobilisation Manager to enhance their Operational team. The role will be based within our UK business with travel to Ireland as required.

Ideally, the suitable candidate will have knowledge and experience of working in a Facilities Management background with experience in contract mobilisation.

The role of Mobilisation Manager is to ensure that new contracts are successfully onboarded according to client specifications, facilitating a smooth transition to Operations. The successful applicant will work closely with both Account Management and Operations to ensure client expectations are achieved whilst ensuring both the Client and Company are Legislatively Compliant.

### **Areas of specific Responsibility include:**

- To review and understand the contractual obligations for technical service delivery.
- To lead the implementation of the mobilisation plan in line with the requirements of the contract scope and agreed processes.
- To identify actions derived from the contract award and allocate to appropriate persons to close in a time efficient manner.
- To oversee and support as required due diligence capturing noticeable points for escalation and identification of process to be documented in the operations guide.
- To ensure all contractual and corporate obligations are briefed effectively to the operational team.
- To prepare regular internal status reports identifying current contract status, potential risks and opportunities.
- To be a Liaison between Client, Account Management and Operations ensuring consistency and standardisation of working processes.
- To cleanse all data and obligations relevant to the contract into a format that can be imported into the relevant HBE systems.
- Prepare and manage mobilisation plans, to ensure the successful transition to the contract delivery teams.
- Support both Human Resources and the Operations teams in assessing the competency of transferring staff (or staff to be recruited) in line with contractual requirements.



## **JOB DESCRIPTION**

---

### **Essential Criteria**

- Minimum of 1-2 years' experience in the successful mobilisation of contracts, within a Compliance/Facilities Management environment or similar
- Knowledge in the use of CAFM systems
- Advanced Microsoft Excel knowledge is essential along with the ability to interpret and analyse vast amounts of data. Ability to produce progress reports, gantt charts and financial spreadsheets as required.
- Strong commercial awareness
- Competent in the use of all other Microsoft packages
- Strong, effective and competent communicator and presenter
- Ability to communicate clearly both verbally and in writing with clients and work colleagues
- Full clean driving license
- Eligible to work in the UK and Ireland

### **Desirable Criteria**

- A recognised apprenticeship or HNC in Mechanical/Electrical Engineering or C&G, ONC, OND, NVQ 4
- Qualification in Legionella Control BOHS (P901)/knowledge of working in a Legionella control environment
- IOSH Working Safely or equivalent