

## POSITION TITLE:

Asset Manager

## PRIMARY LOCATION:

England - North East/ North West Region

## COMPANY & BUSINESS OVERVIEW:

Amber is a specialist international investment manager, focused on investment origination, asset management and fund management. With c.€5 billion in funds under management, Amber invests across eight funds and a number of managed accounts.

Amber's core business focuses on sourcing, developing, advising, investing in and managing infrastructure assets across the public, transport, energy, digital and demographic infrastructure sectors that support the lives of people, homes and businesses internationally.

Amber is headquartered in London with offices in Europe, North America, Australia and New Zealand. Amber employs over 180 infrastructure professionals globally and manages over 175 investments.

## THE ROLE:

The Asset Manager will be responsible for a group of education PFI / BSF projects.

The Asset Manager is the primary point of contact for the client whose responsibility is to deliver the project objectives in accordance with the contract documentation and those described Amber Asset Management Policies and Procedures

- Monitor the delivery of, and compliance with, all obligations of the Project Agreement and associated contract documents on behalf of the Project Company.
- Provide Hard & Soft FM Management support and advice to minimise actual or potential risk / liability.
- Undertake periodic compliance and governance reviews (Statutory Compliance, H&S Management etc.) utilising, Amber's on-line compliance portal and ensure actions arising are completed in a timely manner.
- Monitoring and review of Lifecycle plans (where applicable the approval of such plans) and the delivery of the planned works,
- Assist in auditing all reports and data required for the monthly preparation of the Authority invoices and approval of sub contractor invoices.
- To support with the collation of ad-hoc internal and external management reports.
- Preparation of project board reports, and associated minutes.
- Preparation of external Investor reports and effective reporting on matters of significance.
- Attendance at all project board meetings and presenting the quarterly report to the Board, meet regularly with project clients, users, service provider; varying responsibility from minute taking to chairing meetings
- Develop high quality relationships with all key stakeholders.
- Ensure service providers evidence contractual compliance with regards to all matters and in particular compliance with performance reporting requirements and adherence to statutory and legal obligations, including health and safety law, insurance and employment regulations.

## KEY SKILLS:

- Strong interpersonal skills, being articulate and capable of interacting with Clients, professionals, trade and the public, coupled with the ability to assertively deal with conflict situations.
- Clear, concise report writing and good presentation skills.
- IT literate and able to use word processing, spreadsheet, programming packages and other business software, to a practical level.
- Ability to understand reasonably complex legal agreements
- Have an eye for the detail, particularly regarding monitoring and auditing records.
- Interpreting information and undertaking analysis of information from differing sources to formulate a conclusion.
- Understanding of Technical, Health and Safety, Quality and Environmental obligations of the Construction and FM industries.
- Be knowledgeable of the FM industry; particularly PFI principles.
- Adaptability and multitask management.
- Exercise good judgment
- Hold a valid driving licence

## EXPERIENCE/KNOWLEDGE/QUALIFICATIONS REQUIRED:

- Professional and/or management qualification
- Project management or consultancy experience.
- Education PPP/PFI experience
- SPV Management experience
- Understanding of PPP/PFI principles
- Attention to detail and the ability to complete tasks within deadlines

*Amber is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.*

If you have the drive, commitment and enthusiasm to work with likeminded people and wish to apply for a vacancy please send a copy of your curriculum vitae to [careers@amberinfrastructure.com](mailto:careers@amberinfrastructure.com). Please note we are not always able to respond to all applications.

**Agencies:** We will only consider direct applications from individuals seeking a career with Amber. Our policy is to use only those recruitment consultants that we have established strong relationships with and have agreed procedures in place. We will therefore not respond to approaches from recruitment agencies.