

TANYA GREEN

07309 130679

tgreen@nineacres-amc.com

SUMMARY

I have over 15 years commercial and operational experience within a PFI/PPP environment. As a qualified and competent Strategic Asset Manager I have a good understanding of many business areas incl. asset management, data management systems, performance management and maximising value from assets. More recently my roles have been around managing lifecycle portfolios incl. reprofiling the costs models and ensuring the highest quality asset data. In 2020 I developed a bespoke Asset Management Software solution to manage asset data, asset risk and asset forecasting.

QUALIFICATIONS

- INSTITUTE ASSET MANAGEMENT (IAM) – DIPLOMA WITH DISTINCTION
- NEBOSH – GENERAL CERTIFICATE
- ISO 9001 – INTERNAL AUDITOR
- PRINCE2
- CERTIFICATE IN SURVEYING PRACTICES INCL. BUILDING TECHNOLOGY
- EMPOWER – LEADERSHIP TRAINING
- P405 – ASBESTOS MANAGEMENT IN BUILDINGS
- ADVANCED GNVQ BUSINESS STUDIES

EXPERIENCE

Nine Acres Asset Management Consultancy Ltd **From May 2022**

STRATEGIC ASSET MANAGER CONSULTANT

- Various asset management assignments

Fulcrum Infrastructure Management **January 2017 – May 2022**

STRATEGIC ASSET MANAGER

- Manage £100m+ Lifecycle Fund across 4 LIFTCo's and 35 Buildings
- Produce quarterly reports to the Asset Management Partnering Board and chair the meetings
- Mobilisation of a new FM Company (Kudos Services)
- Delivering a strategic approach to whole life asset management
- Improving projects' risk profile & IRR
- Develop a new Asset Management System and role out across the business
- Enhancing residual value through better facility condition
- Ensuring consistency in culture, processes, procedures and best practices asset management
- Maximise financial and technical performance
- Manage risk and ensure compliance
- Optimise lifecycle across the LIFT portfolio
- Expand best practice methodology across the portfolio
- To lead on FIM MSA compliance utilising risk focused and contract specific methodology, auditing statutory and non-statutory standards / requirements detailed under the relevant Management Services Agreement

OPERATIONS MANAGER

- Ensure that all required FM services are undertaken in accordance with the requirements of the LPA or LRA, as appropriate.
- Ensure that quality procedures are in place, delivered to and monitored / audited in order to maintain full compliance.
- Ensure that all required Health & Safety measures are in place and delivered to ensure full compliance with the requirements of the LPA or LRA and so as to ensure full compliance with the Health & Safety policies of both Fulcrum and the LIFTCos.
- Ensure that all projects are carried out in accordance with relevant legislation.
- Ensure that there are processes and systems in place to monitor customer satisfaction and drive continuous improvement and undertake reviews to understand levels of customer satisfaction along with development/delivery of continuous improvement action plans
- Ensure that there are robust processes in place and delivered against for dealing with lifecycle, variations and building defects once LIFT schemes are operational.
- Lead the operations team across LIFTCo's and ensure full documented statutory and contractual compliance of all FundCo activities.
- Lead and manage the supply chain within LIFTCo's to ensure they deliver consistently high levels of service
- Report in to the LIFTCo Board

VINCI Facilities

October 2005 – December 2016 (11yrs)

SENIOR FACILITIES MANAGER – Queen Elizabeth Hospital (3yrs)

- Responsible for all site compliance – Contractual deliverables and Statutory (Duty Holder)
- Ensuring process in place to capture remedial works and ensure close out of all items in a timely manner and evidence within monthly reports
- Responsible for closing out all actions identified in external audits
- Completing Asset Reviews through condition surveys for 1 and 5 yearly plans
- Develop Lifecycle plan with Asset Manager (HCP) through CAFM review, Lifecycle Model, condition surveys and specialist reports – finding efficiencies through increasing maintenance to extend life of asset, replacing with new technologies to limit risk of failure, bulk buying and co ordinating works with another PFI Acute Hospital
- Project Manage Lifecycle works/Capital works on behalf of Client. Programmed works around a 24/7 Acute Hospital site.
- Updating all processes and procedures on site covering all areas incl. Helpdesk, Office Management, Health & Safety, Compliance, Commercial and Mitigation in both Planned Maintenance and Breakdown Maintenance
- Establishing good working relationships with NHS Trust staff
- Production of Performance Reports for Client – VINCI representative for performance meetings
- Produce a comprehensive annual PPM Planner and updated asset lists (incl. Group 1/2/3 equipment)
- Developing, Managing and Reporting against Project Risk Register
- Managing over 100 subcontractors and 30+ Engineers and Office Staff

PERFORMANCE MANAGER – Queen Elizabeth Hospital (2yrs)

- Develop new processes to ensure compliance around contract deliverables – ensure that clear audit trails of actions are in place
- Responsible for all site H&S
- Responsible for carryout internal audits and also VINCI representative for all external compliance audits from Client (HCP)
- Carry out audits across other PFI projects to ensure portfolio consistency
- Develop relationships with Trust staff
- Develop a new call categorisation in CAFM to better manage workload and SLA achievement
- Assist in Asset Capture projects for HCP and ensure data captured in CAFM
- Provide data for Lifecycle Plans

COMMERCIAL LEAD – Oasis Academy School and Queen Elizabeth Hospital (3 yrs)

- Produce monthly accounts and present to Head Office. (Commercial Director)
- Compiling Finance Risk Register
- Pricing Variations demonstrating VFM and operating an open book audit trail
- Preparing Subcontractor Contracts (Low and High Value orders)
- Budget Control • Develop relationships with suppliers and contractors to negotiate better deals
- Managing and reporting against Lifecycle Spend
- Procurement of Parts – Establishing VFM deals, bulk buying and holding of critical spares
- Auditing subcontractors against SLA's (back to back contracts)
- Credit card reconciliations
- Lead on commercial disputes
- Lead monthly mitigation meeting

COMMERCIAL ASSISTANT – Princess Royal University Hospital (3 yrs)

- Manage Lifecycle Fund (£32m across 28 year contract) and report in monthly accounts meetings
- Help collate monthly accounts
- Price low value Alterations/Minor Works
- Produce the monthly invoice for damage and variations works in the month
- Calculate the annual maintenance uplift based on variations and lifecycle works carried out
- Lead on monthly mitigation meetings with Client and NHS Trust Ensure payments to subcontractors

REFERENCES

References are available upon request.