JOB DESCRIPTION

JOB TITLE: **Project Data Manager**

GRADE: 4

REPORTING TO: Assistant Director of Major Works

RESPONSIBLE FOR: 4 x Project Support

ROLE SUMMARY

The Project Data Manager will have overall responsibility for ensuring accurate and robust mechanisms are in place to capture all customer and project data required to deliver investment works and to ensure a smooth and efficient delivery of all programmes delivered by believe housing.

To ensure that asset management systems, processes and procedures are effectively implemented and managed.

To be responsible for the production of a range of management and performance information, in order to assist day-to-day management as well as to inform service review and improvement activities, thereby ensuring delivery of service excellence to our customers.

MAIN DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your review process, the points below are a summary of your main duties and responsibilities.

- Develop, manage and maintain the asset management system ensuring the effective operation of the system through continuous updates, quality checking and reconciliation with major works delivery, compliance, Property Repairs and environmental works.

- Responsible for managing the team of support officers to support the delivery of planned works from inception through to completion, including updating the asset management system to provide accurate defect recording, warranty information and stock condition data.

- Provide a full reporting and data analysis responsibility for the department, preparing accurate reports, KPI and performance information. Ensuring database configurations align with support service requirements to assist the Major Works Delivery Team in managing and monitoring contractor performance and delivering a customer-centric value for money service.

- Analyse, interpret and benchmark information on all aspects of operational performance, projected outcomes and KPIs, presenting this in a variety of formats and reports for a range of audiences.

- Ensure that all information and advice given to customers is accurate and up to date; communicating all areas of work activity to stakeholders in advance of works being carried out, managing complaints effectively and using feedback to shape and influence services.

- Support the Quantity Surveying team and the finance team in the collation of spend against specific projects including the processing of handover information post works and providing reports to aid component accounting.

- Maintain records of stock energy efficiency and identify initiatives where improvements may be made.

- Prepare and manage the Investment policy, procedure and process maps to ensure organisational adherence with regulation and best practice and that will enhance our customers' experience with services offered and delivered.

- Develop existing ways of working and implement changes to improve the effectiveness of existing arrangements and look at efficient methods for sharing information across the organisation and with contractors, consultants and customers.

- Compilation, verification and maintenance of asbestos data to ensure accuracy of information and action within designated timescales. Including working with compliance teams to provide robust records and audit trails of any removal or remedial work.

- Responsible for seeking opportunities, problem-solving and continuous improvement whilst balancing customer experience, risk and availability of resources.

- Work with the asset management system software provider and organisational ICT to link assets databases with the Housing Management System, GIS and other systems being developed across the organisation.

- Answer and deal with queries from varying sources both internally and externally, acting as first point of contact for the team, referring queries to others as appropriate.

- To be responsible for ensuring that believe housing has a complete understanding of its assets over the thirty-year business plan period and that data is updated to allow the necessary investment to maintain them to the agreed standard.

- Keep up-to-date with new statutory, legal and other changes as they relate to the work of the department and develop, change policies and procedures to reflect best practice and innovation.

- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• NVQ Level 4 in a relevant subject and/or equivalent level of relevant experiencein a similar senior role	• Project Management Qualification • Evidence of further Continued Professional Development
Experience	• Experience of effectively managing third-party suppliers to ensure value for money is achieved, including reviewing and implementing performance management systems. • Experience of involvement in the formulation of strategies, policies, procedures and their implementation. • Experience of preparing management team and/or board reports. • Experience of analysing and interpreting data Experience within a similar role.	• Experience of working with a cross-section of teams and partners • Working with a variety of stakeholders to develop and agree solutions.
Skills/ knowledge	• Strong interpersonal skills, including being able to influence, persuade and present • Good organisational skills and ability to produce quality work to tight deadlines • A good understanding and use of IT packages e.g. spreadsheets, databases, word processing applications and stock condition databases. • Ability to network and form working relationships.	