

Job Description

JOB TITLE:	Strategic Asset Officer
GRADE:	6
REPORTING TO:	Strategic Asset Manager
RESPONSIBLE FOR:	Day to day line management

ROLE SUMMARY

To assist the Strategic Asset Manager in the day-to-day management of the asset management system, monitoring and maintaining the accuracy and consistence of asset data for believe housing.

To ensure the effective updating of asset information provided from all sources e.g. Investment programmes, repairs and maintenance, voids, cyclical/compliance works disabled person's adaptations and new build properties.

To carry out the collation and analysis of asset information from various data sources in the preparation programmes of responsive, cyclical and planned investment and improvement works.

MAIN DUTIES & RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities.

- Lead on the production of a comprehensive and detailed data to support the organisation of planned works including 30 year plan, in such a way as to make best use of resources (human, financial and material) and to maximise productivity.
- Manage the team to ensure an effective data gathering function is available to support the department and the 30 year planning process.
- Carry out the collation and analysis of asset information from various data sources in the preparation programmes of responsive, cyclical and planned investment and improvement works.
- Present data and asset information in a range of ways to suit the appropriate audience, such as PowerPoint of formal reports to provide updates to internal teams, Board and executive.

- Ensure that the property lists within the Asset Systems are up to date and accurate and the maintenance and updating of a range of property-related data systems, including liaison with adaptations and external grant funded providers who have undertaken improvement works.
- Ensure regular reconciliation of the asset data information with core housing and finance systems is carried out.
- Collation and provision of performance management information including a variety of statistical information in line with the requirements of the directorate other corporate requirements, identifying opportunities for continuous improvements.
- Work in collaboration with the Major Works Team, and other sections of Asset Management to ensure a clear system exists for the recording of programmed investment, energy improvement and compliance work completions including testing, inspection and certification to ensure that current and accurate information and data on its assets is captured.
- Support the development of the asset management system and ensure that there is organisational understanding and awareness.
- Work cross departmentally to ensure that all systems are aligned (housing management, GIS etc), utilising expertise to conduct analysis on data error opportunities and close gaps.
- Manage and support accurate data input (manual and electronic) including condition and energy surveys.
- Ensure appropriate Directorate KPI's are met, such as Decent Homes, HHSRS, EPC's and Condition Survey Targets.
- Provide day-to-day co-ordination of administration activities for the Asset Management Team and provide general assistance to officers and managers as required, and assist with general admin duties for asset staff.
- Respond to and process customer enquiries, complaints and claims (telephone and face-to-face) from a range of different contacts (public/contractors/other departments).
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation.
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people.



- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Strategic Asset Manager.

Person Specification

Experience, Skills and Qualifications

- NVQ level 4 or equivalent in a relevant technical discipline. Preferably with evidence of ongoing professional development.
- Can demonstrate knowledge and understanding of Asset related performance information collected within believe.
- Can demonstrate an understanding of budgets and how to control expenditure.
- Knowledge of housing repairs and maintenance, investment and asset management activities.
- Ability to interpret large volumes of data, using advanced computer skills and knowledge of Microsoft Office suite and database applications.
- Demonstrable experience in the data requirements to develop and implement large scale housing investment and compliance programmes.
- Preferably with experience of working with a variety of stakeholders taking feedback on board and using it to influence decisions.
- Strong communication skills, both verbally and in writing, with the ability to produce good quality written reports and presentations.
- Effective use of IT and media as appropriate.
- Understanding in the performance of data management systems to support the delivery of asset strategies within the housing sector.
- Knowledge of the requirements of the Decent Homes and associated Regulatory Standards and how these relate to stock data.
- Knowledge of energy efficiency and environmental improvements together with associated data requirements.
- Good understanding of value for money principles.
- Able to prioritise to achieve realistic targets, costs and time deadlines.
- The ability to manage own workloads to ensure performance targets achieved.
- Well organised; flexible, committed, enthusiastic and innovative.
- Preferably with knowledge and understanding of Asset Management strategies and how they integrate across a diverse housing organisation.