

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Assistant Housing Asset Data Analyst May 2023
Service:	Housing
Team:	Asset Management
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Housing Asset Data Analyst
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<p>Support the Housing Asset Data Analyst to:</p> <ul style="list-style-type: none"> • Develop, implement and maintain the Housing Services' asset management data bases and record keeping systems. • Maintain and improve the quality and range of asset data (including energy efficiency data) and the way it is captured, stored, managed and integrated to 	

successfully inform investment decisions and planned program priorities and meet all regulatory standards..

- Obtain and maintain data relating to the energy efficiency of our homes
- Provide accurate and comprehensive property and stock information to inform long term financial planning and corporate strategies such as the asset management strategy.

MAIN DUTIES AND ACCOUNTABILITIES

Asset Data

Under the direction of the Housing Asset Data Analyst:

Collecting, validating, inputting, manipulating, extracting and analysing asset data.

Challenging officers and contractors who provide inconsistent data

Coordinating programmes of stock condition surveys.

Obtaining stock condition and component renewal information in different formats and from a variety of sources and ensuring the information is input in to the asset management data base in a timely and accurate manner.

Ensuring that address lists in asset management data bases reconcile with the addresses in the housing management system.

Providing programme scenarios from asset management databases to enable the effective planning of asset investment programmes, effective financial planning and to ensure properties are maintained.

Regularly reviewing and updating cost data schedules and component life cycles within asset management databases.

Maintaining the security and integrity of information held within asset management databases through adhering to policies and procedures

Improving the scope, accessibility and accuracy of asset data.

Creating, updating and producing reports on stock condition, Regulatory compliance, financial forecasting and the energy efficiency of the Council's Homes.

Responding to enquiries relating to asset management and energy efficiency from Members, managers, officers and tenants.

Assisting in the monitoring of the Housing Asset Management Strategy and related documents

Training new and existing staff to access asset information from the asset management IT systems.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- The Housing Service's assets are valued at £100m.
- The Housing Service has 5000 homes to maintain.
- The Housing Service must provide accurate asset and compliant data to the Regulator of Social Housing
- The Asset Team produce an annual investment program to the value of £10m
- The data in the asset management systems is used to make strategic decisions.
- 50 officers have access to the data in asset management databases maintained by the post holder.
- With minimum supervision follow processes for accurately collecting, validating and inputting data on various IT data / management systems.
- Resolve enquiries from officers who provide data for the IT asset management system and those who need data / reports from the system.
- Resolve enquiries from tenants and leaseholders relating to key components within homes.
- Provide annual training to Housing staff (50) on the asset management IT system.
- Monitor the number of stock condition surveys undertaken against target.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Responsible for the accuracy of the data in the asset management databases
- Interpret data provided correctly
- Validate data provided by others
- Challenge officers and contractors who provide inconsistent data
- Follow policies and procedures to ensure the effective and efficient administration and use of the asset management databases
- Resolve enquiries about data and the asset management IT systems without reference to line manager
- Support 50 users of the asset management IT system
- Provide data / reports for Council committee reports requiring a decision / an investment decision

PLANNING/ORGANISING/CONTROLLING

- Undertake regular tasks in line with procedures
- Meet targets set by line manager
- Resolve enquiries weekly
- With the support of the line manager follow up with officers / contractors who have not met performance targets relating to the provision of data
- Validate the quality of the data provided by others
- Manage the access to the asset management systems by officers (leavers and starters) and contractors
- Bulleted list item

CUSTOMERS AND CONTACTS

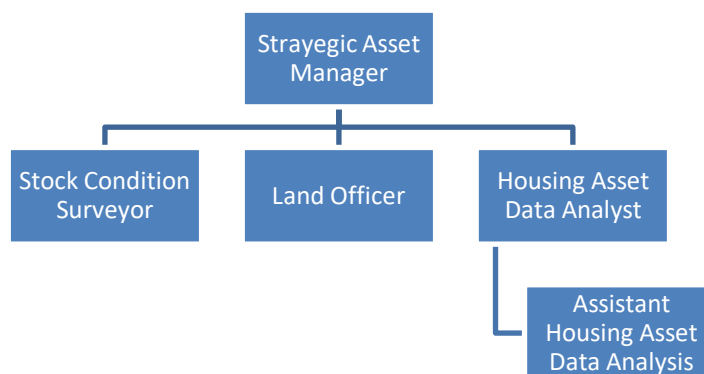
INTERNAL

- Staff within the Housing Service at all levels

EXTERNAL

- Tenants and Leaseholders
- Contractors
- Suppliers of the asset management IT systems
- Statutory organisations such as the police

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	A level or equivalent or equivalent knowledge gained through experience and recorded in a personal development plan	A/I/E	HNC in Data Analysis or another equivalent qualification	A/I
	Experience of maintaining, analysing and adapting data.	A/I	Track record of supporting the maintenance of a housing asset management system.	I
	Well-developed IT skills with knowledge of Microsoft Office at intermediate level.	A/I/E		
KNOWLEDGE /TECHNICAL SKILLS	Experience of working in a technical/data analysis role	A/I		
	Excellent numeracy and the ability to analyse data and spreadsheets.	A/I/E		
	Accuracy/attention to detail	A/I/E	Awareness of Safeguarding	I
COMMUNICATION	Ability to communicate clearly and effectively to achieve the purpose of the post	I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Responds to internal and external customers in a prompt, friendly and helpful manner.	I		

TEAM WORKING	Able to work and contribute as a member of a team.	A/I		
	Ability to work with other team members towards a shared goal	A/I		
MANAGING SELF AND OTHERS	Ability to manage self and to prioritise workload and meet targets in a busy environment.	I		
CAN DO APPROACH / ACHIEVING RESULTS	Ability to validate data and resolve discrepancies	A/I		
	Ability to constructively challenge existing practices to achieve better performance.	I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		

How assessed:

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

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Job title:	Assistant Housing Asset Data Analyst	Post no:	
Service:	Housing	JE score:	238
Team:	Asset Management	Pay band:	8
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	1	
	Team Working:	1	
	Managing Self and Others:	2	
	Can do approach/Results:	2	

REVIEWED BY:	<i>H Wagstaff</i>	DATE:	May 2023 (post panel
CHECKED IN:	HR	DATE:	
LAST UPDATED:	Add date	DATE:	