Asset Data Lead

Assets

|  |  |
| --- | --- |
| **Overview** | |
| **Role Purpose** | Design and manage a data model within asset management systems and ensure quality asset data in those systems. Asset data includes all data that is relevant to a property or building, including but not limited to: components, compliance, building safety and energy. |
| **Responsible for** | The accuracy, completeness and reliability of asset related data and ensuring this data is managed appropriately in the relevant system/s |
| **Reports to** | Asset Systems Manager |
| **Line management** | Asset Data Officer |
| **Tier** | Team Manager |
| **Expectation Level** | Team Manager |
| **Role relationships** | |
| **Internal** | Work closely with all teams across Assets (Planning, Delivery, Compliance, Acceptance into Portfolio, Sustainability) as well as Building Safety. Work with all relevant teams within NHG regarding asset information. |
| **External** | Surveyors, Consultants |

| **Role accountabilities** |
| --- |
| * Assist with the procurement, development and implementation of an asset management solution that meets our data requirements across Assets and Building Safety in accordance with Golden Thread principles * Maintain the current Asset Management Systems (Integrator/Crohm/Compliance systems)/new solution when implemented and the integrity of information from systems within Assets * Support system upgrades, completing user acceptance testing and analysing errors * Work closely with the Acceptance into Portfolio Project Manager to develop a set of asset information requirements for new developments and existing homes in preparation for the Building Safety Act * Proactively create, manage and continuously improve processes for managing and maintaining asset information, ensuring good data management that supports the Assets Information Strategy. * Ensure the property hierarchy is accurate and consistent across Assets systems and fit for purpose. * Provide assurance on the quality and integrity of data across Assets, including Compliance, Sustainability and Stock Optimisation as well as Building Safety. * Monitor our data quality tool Intozetta, create and review data quality processes and resolve errors as necessary. * Assist/provide regular performance reports against Decent Homes Standards, including annual regulatory returns as required. * Assist with/manage Internal and External Stock Condition Survey Programs and Aerial Photography Assessments as required. * Promote the concept of a "golden thread" of information. Ensure good management and preservation of information throughout the life of components and assets. * Assist in the evolving systems and data requirements that contribute to attainment of the organisational goals and objectives. * Ensure aspects of the team’s responsibility and outcomes are well communicated to internal stakeholders.   **General**   * Ensure you follow the financial regulations, policies and procedures at NHG. * Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others. |
| The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required. |

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

|  |  |
| --- | --- |
| **Personal Specification** | |
| **Experience** | |
| **Essential** | **Desirable** |
| * Use appropriate project management methodologies (e.g. matrix management) as well as corporate/industry standards and tools for documentation to ensure effective and timely delivery of projects. * Experience of Managing and Maintaining Asset Management Systems | * Experience/knowledge of energy (RdSAP) data * Experience/knowledge of compliance data (gas, fire, asbestos, ME, water, electrics) |
| **Skills** | |
| **Essential** | **Desirable** |
| * Excellent data management skills * Excellent communication skills to translate complex problems using non-technical terms * Excellent IT skills especially advanced Excel * Initiative and problem solving | * Analytical skills |
| **Qualifications and/or professional membership** | |
| **Essential** | **Desirable** |
|  | Qualification in asset management, database management or data quality |

|  |
| --- |
| **NHG Expectations** |
| NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.  This role is a Team Managerexpectation level and therefore you should refer to the Team Managerexpectation profile in addition to this role profile.  The full NHG expectations framework is available on our external job site page and intranet, Milo. |

You’ll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.