



## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Asset Data Manager		
<b>Post No:</b>	RP0070	<b>Grade:</b>	L
<b>Team:</b>	Property Maintenance and Climate Change	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Service Manager (Asset Management, Building Repairs and Climate Change)		
<b>Responsible for:</b>	Stock Condition Surveyors (2), Asset Data Officer (1), Investment Planning Officer (1)		

### Overall job purpose:

Manage a comprehensive and integrated suite of data to support the development of a comprehensive Asset Management Strategy that complies with statutory and regulatory requirements.

To develop rolling investment programmes together with cost assessments for validation and business planning and to assist with the preparation of Capital and Revenue budgets.

Lead both the Investment Programme and Building Repairs team in producing short and long-term strategic and budgetary plans for the service linked to the Business Plan and Asset Management Strategy and to assist with the development of a robust rolling investment programme that prioritises and targets investment effectively to achieve value for money.

To arrange a rolling programme of stock condition surveys on housing and commercial stock ensuring that the asset data base is kept up to date at all times and links to the long-term financial business plan.

To ensure that our asset data base is kept up to date following any changes in assets including component, building safety compliance data, energy performance and changes in stock condition and portfolio e.g., new developments.

To manage and update the Council's Asset appraisal system and run regular option appraisals and provide recommendations on poorly performing stock to maximise value for money and long-term sustainability.

Provide management, strong leadership, and guidance to motivate staff to deliver the highest quality service and performance targets.

**Key areas of focus:**

1.	To support the Directorate in delivering a range of strategic corporate objectives in relation to the Councils property portfolio, ensuring their effective delivery in line with corporate strategy.
2.	To oversee all aspects of property stock condition services (including energy and building safety data) in relation to the Council's housing and commercial property portfolio.
3.	To liaise as necessary directly with members of the Senior Management team in respect of ongoing projects and to deal with Councillor enquiries and enquiries and complaints from members of the public efficiently and professionally.
4	Ensure the Councils fixed asset register and housing management systems are kept up to date with all stock changes, stock condition and maintenance data in liaison with the development, planned investment and building repairs teams.
5.	To provide data, reports and analytics on the performance of the property portfolio as required, including Local Authority Housing Statistics and other Regulatory returns.
6.	To manage and update the Council's Asset appraisal system and run regular option appraisals and provide recommendations on poorly performing stock to maximise value for money and long-term sustainability.
7.	To provide specialist support and advice in relation to the development and implementation of the Asset Management Strategy, other relevant strategies, policy and procedure development and identify opportunities to enhance income and capital returns from the portfolio.
8.	To oversee the development of recommendations on prioritised strategic maintenance and capital project programmes across the portfolio, using historical, current use, condition, replacement costs, maintenance costs and other data consistent with asset management principles and best practices.
9.	Prepare long term and annual programmes of work based on stock condition data, repairs trends, customer feedback, the Asset Management Strategy and Regulatory requirements
10.	Support the management of budgets across the property service. Produce relevant documents and reports in line with strategy and compliance. Ensure all relevant information systems are updated to ensure compliance.
11.	Ensure all legal and regulatory requirements are met in terms of property, assets and health and safety.

12.	Oversee the statutory consultations on the programmes of work to comply with leaseholder legislation (sections 20 of the commonhold and leasehold reform act) where applicable and ensure that leaseholder charges are correctly calculated maintaining strong working relationships with Housing and Finance colleagues.
13.	Update the Council's Asset Grading system and run regular reports on asset performance. Liaise with colleagues to complete option appraisals on poorly performing stock, prepare reports and make recommendations to invest or divest in the stock
14.	To undertake duties and responsibilities as directed by Service Manager for Asset Management, Building Repairs and Climate Change deemed to be commensurate with the grade of the post.
15.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
16.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
17.	To support the council's climate change strategy when carrying out the role.
18.	Negotiating with external property professionals, tenants including Company representatives at all levels in order to achieve council objectives

### Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
A degree level education or equivalent through relevant training/ experience		x	AP/IN
Qualification in Property Management/Building Surveying	x		AP
Experience in an Asset Management function in housing or the commercial sector		x	AP/IN
<b>Knowledge</b>			
Proven experience in asset management	x		AP/IN
Knowledge of policy issues relating to housing and Asset Management	x		AS/IN

Working knowledge of building pathology, repairs, and maintenance process within social housing		x	AS/IN
<b>Skills and abilities</b>			
Excellent ICT skills, competent with word packages including advanced Excel skills and comfortable using mobile devices and working with asset management databases	x		AS
Ability in budget setting, monitoring, cost control, producing reports and reviewing and analysing data	x		AP/AS/IN
Ability to deliver programmes on time, within budget and performance target	x		AS/IN
Ability to lead a technical and admin-based team	x		AP/IN
Produce comprehensive property records for Asset Management purposes and in the management of the Councils system and ensuring records are accurate and up to date		x	AS/IN
Manage and deliver a programme of surveying, validation and inspection to provide comprehensive information that allows the organisation to assess on-going maintenance liabilities.	x		AS/IN
<b>Other attributes</b>			
Ability to analyse and evaluate data	x		AS/IN
Able to develop investment programme including NPV calculations on all assets modelling different scenarios ensuring this links with 5-year budget profiling and investment	x		AS/IN
Support the Directorate to plan and deliver short, medium and long-term asset management investment programmes in collaboration with other managers within the Property Services team	x		AS/IN
The post holder will be required to undertake site visits which will be required in all weather conditions and have access to a car for business use	x		AP/IN
Ability to lead, motivate, performance manage and develop the team.	x		AS/IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**