

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Housing and Safer Communities** **POSTHOLDER**

SECTION **Repairs and Investment** **GRADE PO2**

POST DESIGNATION (TITLE) **Asset Data Officer**

Purpose of Job:

To be responsible to Asset Data Manager for:

- i) To be accountable for stock condition survey data integrity and keeping asset management system up to date.
- ii) To lead on asset data matters for R&I section and facilitate excellent and customer focused service to residents.
- iii) To lead on ensuring appropriate use of RBG's 30-year plan, distilling information into five-year annual investment plans
- iv) To contribute in developing a five-year investment plan aligned with appropriate data which reflect the needs of the stock and the strategic objectives of RBG.
- v) To analyse trends in responsive repairs and voids to reduce demand and improve efficiency
- vi) To represent the service and work closely with key stakeholders, including Residents Groups, Members and key partners and manage customer expectations effectively.

Main Duties:

- 1) Lead on undertaking holistic analysis to understand the performance of the stock and introduce appropriate action plans of intervention or disinvestment in non-performing assets to ensure long-term viability of RBG property portfolio.
- 2) Liaise with colleagues in Repairs and Investment, other Housing and Council departments to ensure effective planning and delivery of capital works Programmes.
- 3) Provide analysis of data to make best use of properties, individual stock viability and land use options

- 4) Ensure stock condition information is maintained for all assets and links into responsive, cyclical and programmed maintenance records to identify current condition and future requirements.
- 5) Contribute in managing resources well, developing a clear understanding of the relationship between capital and HRA revenue resources and how they can be best deployed to maximise stock improvement whilst generating long term revenue savings.
- 6) Lead on researching new legislation and recommending changes to policy and procedure to ensure that Asset Management Strategy achieves all objectives and fulfils strategic requirements.
- 7) Contribute on the budget preparation for HRA Housing Capital Works Programme and Business Plan. Provide detailed estimates and addresses of proposed schemes for Capital Summit bids and annual plans and liaise with R&I colleagues in the preparation and monitoring of budgets
- 8) Work with the Head of Customer Experience and other R&I teams to improve resident experience of the service, looking at strategies and best practice across the sector and more broadly, to help drive positive customer sentiment and achieve high levels of customer satisfaction.
- 9) Work with the Head of Customer Experience to ensure excellent communication with residents and key stakeholders to promote the service and support high levels of awareness and good customer engagement.
- 10) To ensure effective monitoring and cost control of all aspects of the capital and revenue programmes and ensure that overall viability of the programmes and projects are maintained in line with Council's financial procedures.
- 11) Lead on providing day-to-day co-ordination of activities relating to asset and database information
- 12) Ensure compliance with Council processes and procedures and ensure adherence to Council Standing Orders, statutory and other regulatory requirements.
- 13) Prepare reports and briefings for internal and external purposes, and represent the service at all levels, including attendance at Committees and Panels as required.
- 14) Monitor all existing, new or proposed legislation, statutory regulations and codes of practice pertaining to the service and its obligations, ensuring that all staff employed or engaged by the service and all contractors are kept informed of any actions or additional responsibilities that they may have to undertake.
- 15) Liaise with external organisations and other local authorities in developing and sharing good practice initiatives such as cost benchmarking, supply chain consortia and efficiency savings.
- 16) Contribute on carrying out stock condition survey, updating the system with the condition of key components and validating stock condition survey data.

- 17) Carry out site visits regularly to ensure stock condition data is assessed and recorded correctly and ensure data integrity.
- 18) Carry out annual financial performance review of all tenanted stock using Asset Performance Evaluation Module and develop action plan to improve value of asset.
- 19) Prepare consultants briefs and tender documentation, select, appoint and manage consultants to ensure effective service delivery. Develop, manage, monitor and assess performance indicators for all contractors and consultants.
- 20) Prepare and manage budget and work with the Commercial Manager, Finance Team and the Council's Capital Finance Team to ensure regular monitoring and tracking on expenditure and spend forecasts and cash flows, producing timely and accurate reporting and forecasting of financial information, and effective forward planning of resource needs.
- 21) Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- 22) Carry out duties with due regard to the council's customer care, equal opportunities, information governance, data protection/GDPR and health and safety policies and procedures.
- 23) Undertake any other duties commensurate with the general level of responsibility of this post.
- 24) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

Designation of the Post to which the Post-Holder normally reports to: Asset Data Manager.



Person Specification

Job Title	Asset Data Officer
Grade	PO2
Service/Section	Repairs and Investment
Directorate	Housing and Safer Communities

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
----------	-------------------------

Knowledge	
• Educated to degree level or equivalent through relevant training/experience. <i>AF</i>	E
• Demonstrable knowledge of asset management legislation, systems, procedures and requirements eg DHS, code for sustainable homes etc. <i>AF//</i>	E
• Knowledge of good practice in asset management planning with regard to long-term maintenance strategies and business planning. <i>AF//</i>	E
Skills and Abilities	
• Ability to interpret large volumes of data, identifying property trends and business solutions. <i>AF//</i>	E
• Strong analytical skills with the ability to assess and evaluate a range of options and produce effective planned works programme. <i>AF//</i>	D
• Excellent verbal and written communication skills, including the capacity to represent the authority externally, to write reports and to communicate with a variety of audiences. <i>AF//</i>	D
Experience	
• Experience of prioritising work or tasks to achieve realistic targets, costs and time deadlines. <i>AF//</i>	D
• Experience of working collaboratively and in consultation with different department to develop and deliver service improvements and improve communication. <i>AF//</i>	E
• Experience of working with residents and a range of stakeholders including local councillors in a politicised environment. <i>AF</i>	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. <i>AF/I</i>	E