

Job Description & Person Specification

Job Title:	Assets Data Manager
Directorate:	Homes
Reports to:	Head of Assets
Direct Reports:	2x Stock Condition Surveyors

Job Purpose

As a key role within the asset team, you will be responsible for the collection, validation and management of all Two Rivers Housings asset related data.

Working closely with the Head of Assets and the wider Asset Team, you will develop long and short-term financial investment plans. You will take the lead on the management and improvement of our Active H MIS Asset Management Database working at a detailed level to examine the performance our homes.

As part of your role, you will be responsible for the creation and management of our stock condition programme ensuring that we hold accurate and up to date stock condition data for all of our homes – ensuring that over 90% of our homes have Stock Condition Surveys (SCS) carried out every five years.

As part of our SCS programme you will be responsible for ensuring your team collect component condition information, Housing Health and Safety Rating System Information, SAP/EPC Data, and responsive repairs information. You will develop our systems with our IT business partners to continually improve the collection and quality of housing data.

Key Responsibilities

- Develop the Group's asset management database, continually drive improvement of TRH data systems, and act as lead officer for the asset team in the development and management of the Active H MIS database.
- Develop mechanisms for analysing and reporting on asset data allowing TRH to understand, develop and report on the performance of Asset data.
- Develop, manage, and deliver the rolling stock condition survey programme and plan, including quality management audits and the on-going validation of all data collected.
- Creation and management of Key Performance Indicators to provide assurance only the delivery of the stock condition programme to the Head of Assets and wider AD and Executive Teams.
- Assist with the preparation, development and monitoring of the Group's Assets and Liabilities Register.
- Assist the Head of Assets in undertaking option appraisals for under-performing assets and support the delivery of key organisation strategies including the Asset Management, Environmental and Development Strategies.
- Work alongside the people team to ensure colleagues receive a regular program of training on the asset management database (MIS).
- To ensure that knowledge of the system is cascaded through all levels of the organisation so that business continuity risks are mitigated.
- Monitor the costing and component accounting systems operated by the association to ensure that future investment needs are recorded correctly.
- Support the Head of Assets in development of component condition based, short and long-term improvement programmes
- Use your specialist knowledge and expertise to lead your team in supporting the delivery of a proactive customer-focused stock condition program.

- Highlighting any areas of investment concern identified through 1st line assurance performance indicators, making recommendations to improve performance, implementing as required.

General Requirements

- Take ownership of your own objectives and lead your team to enable the delivery of objectives that support the Group's strategic plans and mission.
- Take responsibility for your own actions in relation to GDPR legislation and cyber security by working in line with the TRH Group's IT policy and procedures, reporting any incidents or breaches promptly.
- Take responsibility for your own health and safety and your direct reports by working in line with the Group's health and safety policy and procedures.
- Support the delivery of our ambitious operational plans, collaborating with other colleagues to generate new ideas and deliver practical solutions to operational issues.
- Ensure that you act as an ambassador for the Group, reflecting the Group's values, mission and vision at all times.

Person specification

- A manager, who has led teams in the delivery of operational plans, working with other teams and external partners as required.
- Experienced in data management specifically IT databases and Microsoft Excel (SQL server reporting services such as ORACLE or MS SQL would be a significant advantage).
- Has a good understanding of asset management, repairs and maintenance functions.
- Demonstrates the ability to produce reports, highlighting data trends and undertake advanced data analysis, presenting data in an appropriate format including graphs, tables and live data presentation sources.
- Brings an alternative approach to data collection and report writing and can find solutions to often complex or highly detailed tasks.
- Proven ability to take operational delivery plans and apply effective line management skills to ensure that activity is delivered on time and within budget.
- Understands the needs of customers and the Group and the role their team plays in supporting the Group to meet these.
- Works collaboratively and takes ownership and accountability for the success and performance management of their team.
- A competent written and verbal communicator that can communicate effectively with all stakeholders using appropriate, relevant language and techniques.
- Promotes a sense of honesty and openness amongst their teams and other stakeholders.
- A creative thinker who challenges those around them to think differently and find new solutions. Uses their own experience and knowledge to highlight and share ideas for change to achieve results and drive Value for Money within their team.
- Encourages creative thinking and is able to challenge the 'way we do things' in a constructive and positive manner to improve results.
- You are an advanced IT user with good mathematical skills and an excellent eye for detail.
- You are honest and sincere and focussed on doing the right thing for our customers, colleagues, and other stakeholders.
- You work collaboratively and value everyone's contributions.

- You are ambitious and focussed on leading your team to deliver its objectives to the highest standards and identify improvements as required.
- You champion the Group's clear and active commitment to achieving equality, diversity, and inclusion across the Group and in all of its activities.
- You act in line with the Group's values, ensuring that people are always treated fairly and challenge behaviours that do not live up to our high standards

Qualifications

- NVQ Level 3+ or similar in an IT, data management or asset management discipline;
- SQL data base qualification is desirable;
- Project Management qualification is desirable;
- A management qualification, such as ILM Level 3/5 is desirable;
- Experience in the use of the Active H (MIS), management system
- Full UK driving license with access to a vehicle insured for business purposes.
- IOSH Managing Safely;