Job description

Our vision: To be the best.
Directorate: Asset Management
Team: Asset Management
Job title: Data Co-ordinator
Responsible to: Asset Planning Manager
Responsible for: Asset Analyst and Planning and Data Administrator

1	**Job purpose**
1.1	To ensure that the One Vision Housing's (OVH) stock data is up to date and sufficient to allow effective investment planning in line with all statutory, legislative and operational requirements. To include collecting and recording the groups Asset and Liabilities register, compliance data and stock condition data in respect of OVH's residential and commercial assets.
1.2	The Data Co-ordinator will support the Asset Planning Manager and Compliance Manager to plan and delivery OVH short, medium and long term asset management programmes. They will lead on the formation of investment programmes, compliance data and the acquisition and disposal of property data.
1.3	The Data Co-ordinator will conduct detailed analysis and interpretation of stock condition and property performance information and the intelligent design of a comprehensive planned investment programme.
1.4	The post holder will be expected to carry out consultation across the group to ensure programmes are inclusive of the views of colleagues, customers and stakeholders which meets OVHs financial strategy and business plan capacity.
1.5	To ensure the group and the housing stock meets the Governments Decent Homes Standard and legislative requirements ensuring future component failures and property improvements are proactively identified and undertaken in a planned manner.
2	**Key objectives**
2.1	To maintain and develop OVHs asset management system (Promaster) for the entire property portfolio ensuring they are regularly updated with reliable and appropriate information. Note: Promaster is the groups Asset database.

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2.2	To liaise with the appropriate IT support or supplier of the asset management system to ensure all relevant property information is captured for the entire property portfolio. Whilst ensuring there are appropriate and effective links with other IT systems across OVH.
2.3	The post holder will be responsible for data integrity, quality assurance of asset and compliance data. To validate all data imported to and stored within the asset management system, including verification and testing across data samples.
2.4	Provide appropriate information that demonstrates progress and provide assurance that the data management including gathering, storage, analysis and reporting are contributing to the successful delivery of the asset management strategy.
2.5	Proactively identifying and management of risks, highlighting trend and providing data based analysis that may assist with or prevent the successful delivery of statutory compliance activity, disposals and acquisitions, new developments, investment programme, cyclical, day to day repairs and voids of OVHs property portfolio. Ensuring any risks identified are escalated to the Asset Planning Manager and/or Compliance Manager.
2.6	Working with the Energy and Sustainability Manager to ensure appropriate work programmes are factored in to the planned investment programme to ensure OVH meet relevant energy standards.
3	**Key Objectives – Service Delivery**
3.1	To be responsible for the quality of data held in the asset management system; • Property attribute changes following surveys and / or completed work • Records of mechanical and electrical installation and equipment in OVH's stock. To collect and manage information regarding the servicing of such installations and equipment. • HHSRS hazards to enable OVH to effectively manage risk within tenanted properties. • Data in respect of adaptations to OVH's housing stock. • Key compliance data including fire, asbestos, legionella, gas and electrical.
3.2	To ensure that address lists and property attributes remain accurate, structured and up to date. To include the addition of properties through acquisition or new build and the disposal of properties through demolition, sale or right to buy.
3.3	To ensure the groups Asset and Liabilities register is maintained and to ensure the security and integrity of information held with OVH Asset Management databases.
3.4	To design and manage ongoing programmes of inspection and survey to OVH's assets.
3.5	To assist in briefing, appointment and management of external consultants and contractors.
3.6	Prepare periodic property attribute / repair reports and analyse data to identify missing stock condition data. Review decent homes performance and produce decent homes reports in order for decent homes failures to be validated and for OVH to remain compliant with the Decent Homes Standard.
4	**Key Objectives – General**

4.1	To meet appraisal targets and support the delivery and achievement of overall business objectives
4.2	To develop One Vision Housing's commitment to equality and diversity and to promote non discriminatory practices in all aspects of work undertaken
4.3	To adhere the Health and Safety at Work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
4.4	To ensure training requirements are met and ensure continual personal development is received throughout the team.
4.5	To ensure the asset management team continues to work efficiently, effectively and economically and meets value for money principals.
4.6	This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements