

Personal specification

Job title: Data Co-ordinator
Directorate: Asset Management
Team: Asset Management
Salary: £34,805

		Desirable /Essential	Method of assessment
Qualification	Degree educated	D	AF & C
	Relevant Management Qualification	D	AF & C
Experience	Experience of Asset Management systems, stock condition, HHSRS, Decent Homes Standard and formulating short, medium and long term programmes	E	AF & I
	Experience of Promaster and to ensure information is captured and regularly updated with reliable data.	D	AF & I
	Experience of completing consultation to ensure programmes are inclusive of the business needs but meets the business plan capacity	E	AF & I
	Experience of validating data imported and stored within Promaster	D	AF & I
	Experience of co-ordinating with compliance data including fire, gas, electrical, asbestos and legionella.	D	AF & I
	Experience of co-ordinating data held with the groups Asset and Liabilities register	D	AF & I
	Experience in dealing with acquisitions,	D	AF & I

	disposals and new build data		
	Experience of GIS systems	D	AF & I
Knowledge, skills and abilities	Excellent communication and customer care skills – oral, written, numerical, negotiation, telephonic and presentational.	E	AF & I
	Demonstrable knowledge of Asset Management, Repairs & maintenance, Neighbourhood Management, Community Development and Regeneration Legislation and continuous improvement relative to the duties of the post	E	AF & I
	Demonstrable knowledge of the main principles of Value for Money, Good Practice and continual improvement	E	AF & I
	Computer literate with excellent Excel & database skills	E	AF & I
Other	Ability to work flexibly and out of hours where necessary.	E	I
	Willing to undertake any relevant qualification and CPD	D	I

AF = Application form

I = Interview

T = Test

