

ROLE PROFILE

POSITION	Asset Data and Programme Supervisor		
TEAM	Asset Management	LOCATION	Coastline House
VERSION	1.6	LAST UPDATED	August 2019

PURPOSE OF ROLE	<p>To be responsible for management and development of Asset Information, databases and other technical systems essential to the effective operation of the Technical Services team.</p> <p>Budget responsibility in excess of £100,000 per year.</p>
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KEY ACCOUNTABILITIES

1. Maintenance and updating of Coastline data systems to ensure that regulatory compliance data is accurate and up to date at all times. This is to enable accurate management of compliance standards and to identify potential compliance failings before they occur.
2. Management of the live relationship between Coastline data systems and external databases (including the Blue Flame SimPRO database) used to maintain gas servicing data to ensure that it is accurate and up to date at all times.
3. Maintenance and updating of technical and housing management systems to produce and promote programmes of works to maintain the housing stock.
4. Responsible for the development and management of the water mains replacement programme, managing orders, approving payments and ensuring effective programme performance.
5. Development of existing systems to meet future maintenance requirements.
6. Evaluation and integration of new software upgrades and products to further improve data information and development of maintenance programmes.
7. Management of the relationship between the 'Universal Housing Management' system and Asprey Solutions reporting software to ensure that it accurately drives investment and disposal programs.
8. Gap analysis and audit of information to maintain the integrity and accuracy of data to improve on the versatility of the attribute data held within systems.
9. Oversee development and implementation of processes and procedures necessary to validate and drive future data quality improvements.
10. Specification and procurement of stock condition surveys as necessary to maintain data standards.
11. Collate, challenge, audit and maintain Stock Condition Survey Information from Internal and External sources.
12. To maintain the Asset Viability Model and supporting data to inform Stock Rationalisation

decisions.

13. To lead in the development and management of in-house stock data collection and the use of new technologies.
14. Work with external and internal contractors to develop improved data-sharing opportunities, managing data projects as agreed with line manager.
15. To be responsible for GIS mapping solutions used within the Company, developing and maintaining a property terrier accessible by all staff; reviewing Land Registry ownerships and producing GIS-based tenancy plans as required.
16. Development and maintenance of systems and data to determine Energy Efficiency of homes and enable targeted improvements to increase efficiency ratings across stock.
17. To co-operate with other Team leaders, and the Head of Technical Services in completing section targets and in monitoring the budgetary items for Technical Services
18. To produce complex data reports including regulatory compliance “dashboards” and reports, Housemark reports, Corvu indicators and other reports as necessary from time to time.
19. To support contract management across all areas of the team, managing orders, approving payments and ensuring successful performance as directed by the contract.
20. Ensuring that a suite of relevant policies, processes and procedures are in place to enable effective management of compliance and all work and activities relevant to the role.
21. Ensure that all works are completed in line with legislation, regulations and good practice. Working in a safe manner with risk assessments and method statements in place supporting the Construction, Design and Management (CDM) Regulations as well as all other Health and Safety requirements.
22. Any other duties commensurate with the grade of the role

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the **Property Investment Manager**

CONTACTS

Internal

- Technical Services, Asset Management Team, IT Team, Development Team, Housing Teams, Finance Team, Customer Services Team.

- Head of Technical Services and the Senior Leadership Team
- Director of Housing, Assets and Communities
- The Executive Team
- CEO and Board of Coastline Housing Ltd.

External

- Customers, Contractors, Consultants
- Agencies, Suppliers
- Statutory and legal advisors

PERSON SPECIFICATION

POSITION	Asset Database and Programme Supervisor		
TEAM	Asset Management	LOCATION	Coastline House
VERSION	4	LAST UPDATED	February 2015

QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications:	<ul style="list-style-type: none"> • Minimum 4 GCSE or equivalent passes, including Maths and English • ECDL or demonstrable advanced IT skills 	<ul style="list-style-type: none"> • GIS Mapping • Property Software Applications • Asbestos Management qualification such as P405 (responsible person) • Contract or Project Management qualification at NVQ4 or higher • HHSRS qualification
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • IT Literate • Database Management Skills • Ability to use Microsoft Office Products • Property Maintenance or Management knowledge • Advanced MS Excel user • Demonstrable knowledge of asset database mapping information • Clear understanding of property databases and their management • Knowledge of Stock Condition Surveys, collection, audit and testing of information • Ability to produce complex management reports across multiple datasets. 	<ul style="list-style-type: none"> • Knowledge of current housing market • Understanding the importance of customer participation • Understanding the Company's function and plans

Job Related skills	<ul style="list-style-type: none"> • Clear oral/written communications at all levels • Excellent analytical skills • Excellent organisational skills • Challenging and enquiring • Significant IT knowledge 	<ul style="list-style-type: none"> • Knowledge of Universal Housing Management system or similar • Knowledge of the Housing Health and Safety Rating System and also the Disability Discrimination Act.
Personal Skills	<ul style="list-style-type: none"> • Demonstrate behaviours in accordance with Coastline's values: <ul style="list-style-type: none"> ✓ Put our customers first ✓ Be open, honest and accountable ✓ Value each other ✓ Strive to be the best • Resilient and able to manage changing priorities. • Able to handle conflict and remain calm under pressure • Challenging information and data where there is conflict 	<ul style="list-style-type: none"> • Finding imaginative solutions to problems.
Other	<ul style="list-style-type: none"> • Access to a vehicle • Ability to attend occasional evening meetings. • Full driving licence • Standard DBS Check 	<ul style="list-style-type: none"> • Own vehicle