
Job description and person specification

Job Title:	Asset Data Officer
Level:	Team Member
Salary:	£41,469.00
Team:	Strategic Asset Management Team
Reporting line:	Strategic Asset Manager
Financial scope:	Not Applicable
DBS check required:	No

What is the purpose of my job?

As the Strategic Asset Data Officer, I will take a lead role in the implementation and delivery of Building Information Modelling (BIM) within PCH and lead on managing and updating the Phoenix building maintenance specifications. I will work collaboratively with colleagues across the organisation on matters of asset data and property issues. I will pro-actively contribute to the residents and the wider community with a focused commitment to a One Phoenix approach, focusing on providing excellent homes and services to residents, and always positively promote the organisation, its aspirations and values.

In my job, I will:

Manage the information held on our Asset Management Database, maintaining the Core Business System to ensure all asset information is accurate and accessible.

Work with the Strategic Asset Manager to ensure the efficient collection, management and maintenance of asset data to ensure that it is reliable and up to date, helping us to meet the objectives of our corporate plan.

Support the implementation of the Phoenix Disposal of Assets Policy.

Support the analysis of the investment forecast; taking into consideration areas of high/low spend to ensure value for money and ensuring works are appropriately scheduled.

In collaboration with the Stock Condition Manager, I will develop a 5-year rolling Stock Condition programme, including overseeing the issues reporting log, validating surveys, allocating jobs to surveyors, coordinating newly emerging surveying needs, keeping the Stock Condition Survey priority spreadsheet up to date, and investigating reported HHSRS results.

Develop survey templates within Asset Management database systems.

Support the Strategic Asset Manager in the development and delivery of Building Information Management (BIM) within PCH including the development, management and coordination of processes to manage and collect data for new developments and existing buildings.

Work closely with the Building Safety Team to collate, manage and maintain Building Safety data.

Work effectively and collaboratively with other teams to ensure effective processes and procedures are in place to collect building data information from new developments, repairs, voids, Compliance works and Planned Maintenance projects as works and programmes are completed, ensuring building information remains up to date at all times.

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Instigate data reconciliations to Orchard, monthly audit processes and lead on data improvement plans.

Provide business critical reports including Right to Buy, Disposals, HHSRS, Structural Defects, and AM Key Performance Indicators.

Lead on the development of a bespoke set of BIM data processes and procedure documents relevant to the Asset Management operations of Phoenix.

Be responsible for the Asset Management database, including dealing with technical issues appropriately and to resolution.

Work with the Sustainability Lead to ensure new energy efficiency data in our Asset Management Database and energy modelling database is updated along with our historic sustainability data.

Manage resident requests for approval to make changes to their homes and advise colleagues on the implementation of the Phoenix Home Standard and Building Maintenance Specification.

Attend a wide variety of team, contract, and project meetings. Prepare agendas and associated papers for a variety of meetings taking notes, writing up minutes and distributing in a timely manner. Ensuring all information is distributed in a timely manner.

Collaborate with other Phoenix teams to encourage a culture of active asset management and to ensure all relevant property data is held within the asset management database.

Always positively promote the organisation, its aspirations and values.

Model professional behaviours, influence and develop working relationships with colleagues to identify and implement service improvements.

Take ownership and personal responsibility to deliver on key performance indicators ensuring positive outcomes and adopting a collaborative approach within my team and across the organisation.

Commit to appropriate training and ongoing development such as required for my role.

Be familiar with and act at all times in compliance with Phoenix's values, policies, and procedures, and work within agreed budgets and financial controls.

Carry out other duties within the scope and spirit of the job, and in accordance with the level of the post, as required.

At all times behave professionally and in accordance with the Phoenix Code of Conduct.

My Health and Safety Obligations

In my role I have a duty of care under the Health and Safety at Work Act. This means I will be familiar with the relevant legislation and will work in a safe way. As a team member I will take responsibility for my own safety as well as my team's safety and work in collaboration with the Health and Safety Officer to minimise any potential risks.

My Safeguarding Obligations

As part of my wider duties and responsibilities I am required to promote and actively support Phoenix's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any

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concerns I might have. It isn't just about the very old or the very young, it is about everyone who may be vulnerable.

Person Specification

Section	Criteria	
	Essential	Desirable
Experience, Knowledge, Understanding	<p>Knowledge and understanding how data is used in the management of building assets. Previous experience of database management query generation and analysis of financial and asset data</p> <p>Experience of managing and processing large volumes of data and collating that data from a number of different sources.</p> <p>Experience of producing business intelligence and management reports</p> <p>Knowledge of managing databases and processing large volumes of data.</p> <p>Knowledge and experience of using asset management database systems and knowledge of housing management (Orchard) and other IT systems</p> <p>Awareness of Asset Management in the Social Housing sector</p> <p>Knowledge of the Decent Homes standard and Housing Health and Safety Rating stock condition surveys and building construction</p> <p>A full understanding of building components and their interrelation.</p> <p>Experience of developing processes and procedures.</p> <p>Ability to organise and run formal meetings.</p>	<p>Experience and knowledge of working in the social housing sector.</p> <p>An understanding of matters relating to social housing.</p> <p>Previous experience with Orchard, Keystone or similar housing management systems.</p> <p>Knowledge of Building Information Modelling</p>
Education and Qualifications	To have achieved a minimum of a Level 3 qualifications as per the National Qualification Framework.	

Section	Criteria	
	Essential	Desirable
Skills	<p>Strong numerical and problem-solving skills</p> <p>Ability to interpret and analyse large volumes of financial, performance and stock condition data</p> <p>Excellent IT skills including the ability to demonstrate a high level of proficiency in the use of databases and Excel spreadsheets</p> <p>Ability to use own initiative, manage own time and work with minimum supervision</p> <p>Organised and logical approach to work essential</p> <p>Excellent attention to detail and accuracy</p> <p>Ability to work with others collaboratively.</p>	<p>COBie data</p> <p>IFC (Industry Foundation classes)</p> <p>Uniclass, AIM (Asset Information model) and HACT data standards.</p> <p>Knowledge of the Building Safety Act, associated legislation and ISO 19650</p>
Equality and Diversity	Demonstrate commitment to equality of opportunity in employment and service provision.	
Phoenix Strengths	<p>Demonstrate commitment to the Phoenix Strengths:</p> <ol style="list-style-type: none"> 1. Community 2. Customer 3. Consideration 4. Collaboration 	

*If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.

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I will demonstrate the Phoenix Strengths as a Team Member.

Strength	Definition
Relating (Community)	People strong in Relationships are driven by making a difference to the community. They successfully build and maintain relationships with a wide range of people, being socially adaptive, and draw on these partnerships to help achieve objectives.
Teaming (Community)	People strong in Teaming work as a collective to achieve results that serve the community. They are always focused on the collective organisation, putting shared interests ahead of their own, and pride themselves on taking ownership as a team.
Serving (Customer)	People strong in Serving focus on the customer and take personal responsibility for meeting their needs. They love to help others and are always motivated by giving customers and colleagues an amazing level of service.
Doing (Customer)	People strong in Doing serve the customer by making things happen. They take an idea and bring it to life in a way that is practical and cost effective. They are motivated by handling multiple priorities and make informed decisions quickly.
Leading (Consideration)	People strong in Leading demonstrate consideration for the greater good. They demonstrate leadership and always do the right thing to help others, regardless of their role. They are always aware of the impact they have on others around them.
Flexible (Consideration)	People strong in Flexible demonstrate consideration towards others by being adaptive and supportive whenever things change. They love to juggle different priorities and naturally adapt their plans to find the best solution.
Sharing (Collaboration)	People strong in Sharing demonstrate collaboration by proactively sharing knowledge across service areas and deliver customer focused solutions. They keep themselves up-to-date with important developments in their work and the housing industry.
Celebrating (Collaboration)	People strong in Celebrating increase collaboration through their positive focus. They always have an optimistic outlook, focus on solutions, and build on the strengths of people and projects.

Additional core strengths

All Staff

Make it Better	People strong in Make it Better always spot what isn't working and look for ways to make it better. They love taking responsibility to make things more efficient and always see things through to the end.
Solution Finder	People strong in Solution Finder enjoy solving problems no matter how complicated. They are very resilient and make sure that issues are fully resolved before moving on.