

Job description and person specification

Job Title:	Investment Management Analyst
Level:	Team member
Spot salary:	£37,682
Team:	Strategic Assets and Specialist Services
Reporting line:	Strategic Asset Manager
Financial scope:	None
DBS check required:	No

What is the purpose of my job?

As an Investment Management Analyst I will work with the Strategic Asset Manager to maintain and develop the asset management database Keystone, analyse data, and provide reports across the organisation. I will work in accordance with resident priorities and requirements within the financial constraints of the organisation's business plan and annual budgets.

In my job I will:

Use asset management information to prepare programmes of planned works for Contract Delivery.

Ensure accuracy of data and stock condition information through attention to detail in data input and the monitoring of current data processes and procedures.

Produce data for reporting and budget setting.

Maintain and improve the stock condition database, Keystone.

Produce 5 and 30 year stock investment plans aligned to the Phoenix Asset Management Strategy.

Undertake process reviews, implementing and maintaining improvements.

Contribute to the Asset Management Strategy.

Input data into the stock profiling model, interrogating the data and modelling alternative investment strategies.

Accurate production of financial viability and options appraisal reports to inform strategic business planning.

Effective programming of the stock condition survey 5 year rolling programme .

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.

Be familiar with and act at all times in compliance with Phoenix's values, policies, procedures, standing orders and financial regulations.

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

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

This job description is not exhaustive and will be reviewed from time to time in consultation with my manager.

Person Specification

Section	Criteria
Experience, Knowledge, Understanding	<p>Previous experience of database management and analysis of financial and asset data</p> <p>Experience of producing management reports</p> <p>Awareness of Asset Management in the Social Housing sector</p> <p>Knowledge of housing management IT systems</p> <p>Knowledge of the Decent Homes standard, stock condition surveys and building construction</p>
Education and Qualifications	To degree standard or equivalent, or able to demonstrate extensive experience in a similar role
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 ability to demonstrate 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>
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:

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.