

Job Description

Job Title:	Asset Analyst
Reporting to:	Assistant Asset Manager (Data)
Directorate:	Property
Direct Reports:	None
Budget:	None
JD date reviewed:	March 2023
Job Level:	12

Job Purpose

To ensure that Eastlight's Asset Management Systems are managed and maintained to ensure data integrity, compliance and adherence to the Decent Home Standard.

To be responsible for the management of the Geographical Information System (GIS) ensuring it is maintained and updated accurately.

To efficiently investigate and action both internal and external customer enquiries and referrals.

To provide the other members of the Asset Management team with support where necessary.

Key Strategic Responsibilities

To deliver the objectives set out in the Asset Management Strategy:

- Homes and communities that meet evolving customer needs
- Investing in long term, sustainable assets
- Homes and communities that are safe for our customers
- Efficient investment in our homes that meet EPC and Net Carbon Zero targets
- Maximise return on assets

Key Functional Responsibilities

- To manage, maintain and audit asset data including stock condition, energy, asbestos, servicing, planned maintenance works, land ownership, sustainability. These are collated and held in Eastlight's Asset Management Systems:
- Asset database (Keystone)
- Performance Model (ASAP)
- Mapping System / GIS (Cadcorp)
- Intelligent Energy (Sava)
- Undertake regular data reconciliations of all information as well as comparing against the housing management system
- To ensure data accuracy and completeness, requesting any necessary amendments when needed
- Produce reports, and generic interfaces from the Asset Management system to validate and maintain compliance within the regulatory and statutory servicing standards, and that we meet both the Governments and Eastlight Decent Homes Standard
- Analyse asset data to generate the schedule of works for the yearly programs across all

contracts, working within the allotted budgets set

- Managing the process within the Asset Management System for the data pre and post completion making it available for the organisation
- Additionally, to supply recommendations to improve the efficiency and management of our data portfolio and our Strategic Asset Performance Model
- Prepare, define and create the annual Stock Condition Survey programme and assist the surveying team to meet the surveying targets
- Validate and evaluate relevant data collated within the Asset Management System from these surveys, including stock data, RDSAP and HHSRS
- Oversee the HHSRS rectification process, evaluate the issues, allocate to the appropriate delivery team and monitor through to completion, ensuring the asset management system is updated on completion
- Manage the processes for effective resolution of land sales, land disputes, boundary issues, legal enquiries, land licensing, landlords consent process, Wayleave/ Easement agreements and covenants
- Interrogation of Land Registry, liaise with third parties, solicitors and planning departments to source information in order to support the decision making
- Complete, submit and oversee planning and building control submissions where required for planned works within conservation areas, change of use for land, party wall agreements, permission to work and utility surveys
- Take ownership when dealing with internal and external enquiries, component referrals and complaints in accordance with Eastlight's Complaints Policy
- Provide a responsive, customer-focused service and seek to find resolutions which benefit both the business and the customer
- Develop cross team working and communication, to continue to promote robust asset management through the organisation. This includes training other employees on all the Asset Management systems and keeping them up to date with changes, procedures and assisting them with our specialised knowledge
- Keep up to date with new functions and development in relevant software, for GIS and the Asset Management system, as well any legislation and policies related to Asset Management

Person Specification

Education & qualifications

- GCSE levels 9-4 in Math's and English or demonstratable level of numeracy and literacy skills.

Experience

- Experience of working in social housing
- Experience of working with Asset Management databases which hold stock data, energy data and compliance data
- Experience of dealing with members of the public, including effective handling of difficult situations
- Experience of dealing with third parties, planning departments and solicitors

	• Experience of Decent Homes, Energy Performance Certificates and other related legislation • Experience of Microsoft Excel and the use of formulas • Experience of monitoring asset performance
Knowledge and Skills	• Proven knowledge of Keystone Asset Management system or similar • Proven knowledge of Decent Homes Standard, Energy Performance Certificates Control of Asbestos Regulations (CAR 2012) and other related legislation • Proven knowledge of processing land sales, license application, land registry, and translation of deeds • A responsive constructive and flexible attitude towards working arrangements within a team environment • Proven knowledge and ability to collect process and analyse data held in asset management databases • Proven Interpersonal skills • Proven strong communication skills • Demonstrate ability and commitment to customer care • A commitment to cultivate innovation to create new and better ways of working to achieve success • Attention to detail, ability to investigate anomalies and complete exception testing • Excellent analytical skills • Proven IT skills including databases and spreadsheets