



JOB DESCRIPTION

Job Title: Asset Investment Officer
Reports to: Strategic Asset Manager
Department ; Neighbourhood Investment
Date: January 2012

1 PURPOSE OF YOUR JOB

To ensure Shoreline Housing Partnership (SHP) database for its stock, APEX, contains up to date, accurate and all relevant information necessary for compliance with all legislative and statutory responsibilities and for accurate business planning.

To ensure APEX contains up to date and accurate information relating to component accounting to inform the business plan and other SHP Board reports.

Plan programmes of work to the SHP stock using the APEX database and information from Property Investment Officers, other internal sources and external contractors.

To ensure the regular interfacing and exchange of accurate data between APEX, Northgate, Oneserve and any other system is maintained accurately.

2 DIMENSIONS

To be responsible for the organisations stock database covering approximately 8,000 properties.

To be responsible for the production of regular reports to assist decision making and measure works progress against business plan projections.

To ensure that all relevant component and property information is captured and reported to Head of Neighbourhood Investment for inclusion in business plans and financial reporting.

To be responsible for the supervision of one Technical Assistant.

3 PRINCIPAL ACCOUNTABILITIES

1. To lead on the management and maintenance of SHPs asset management database (APEX). To ensure all data held is accurate and up to date. To

- provide information to assist SHP meet all legislative requirements and enable SHP to produce fully informed business plans and investment programmes.
2. To ensure APEX is structured to enable the accurate production of reports and information as part of the organisations requirements to comply with all aspects of component accounting.
 3. To ensure all SHP's different assets are categorised appropriately and in line with statutory and regulatory definitions to enable all appropriate maintenance and investment programmes to be carried out in a timely manner
 4. To ensure that all information relating to SHP assets are recorded by key attributes and component parts that will enable effective and accurate stock management.
 5. To ensure each attribute has appropriate, lifecycles, costings and other detailed information recorded and updated in line with construction industry standards and best practice to enable accurate business and stock investment planning.
 6. To produce regular reports based on accurate and up to date information on stock condition and investment progress that will form the basis of reports for business planning purposes.
 7. To assist in planning stock investment needs against the business plan provision and assist in modelling programmes of work where required.
 8. To ensure that all information collated by the SHP inspection team and other sources are recorded accurately and efficiently and APEX updated without delay using the latest technology.
 9. To manage the continuous improvement of APEX data information to ensure that SHPs position in meeting statutory and regulatory requirements and other landlords responsibilities can be achieved.
 10. To supervise the day to day work and of the technical assistant to ensure that work is of an appropriate standard and the skills and knowledge of the Technical Assistant are satisfactorily developed..
 11. To liaise with the SHP IT team to ensure that the interface between all company stock database systems is maintained and all appropriate and accurate data is inputted in a timely manner, to ensure effective delivery of operational services.
 12. To liaise with external software suppliers regarding support, maintenance and development issues in order to make best use of the system and it's available functionality to deliver Shorelines aspirations, including attending user groups.
 13. Provide training in the use of the APEX system to other members of staff within the organisation and external partners in order to maximise the use of the product.
 14. To lead on undertaking periodic reviews and audits of the APEX database information, collected from the Stock Condition Surveys and other sources to produce accurate reporting.

4 KNOWLEDGE AND EXPERIENCE

Knowledge and Skills

- Excellent working knowledge of Construction Industry standards regarding key building components and attributes of a wide range of assets, including dwellings, High Medium Low Rise flatted accommodation, and Sheltered housing complexes
- Knowledge of component lifecycles, e.g bathrooms and kitchens, and their replacement costs
- Experience of developing and implementing stock survey programmes to capture all necessary and appropriate information relating to assets for the

purposes of planning stock investment programmes or reporting on regulatory compliance

- A knowledge and understanding of building maintenance and construction costs and works descriptions.
- Understanding of energy efficiency measures and solutions to improve stock performance on energy efficiency,
- Understanding and interpreting legislative requirements and the impact on organisational responsibilities to ensure accurate and up to date capture of information
- Track record of producing reports for organisation business planning for large capital investment programmes and ability to operate to tight deadlines.
- The ability to maintain high quality standards in the maintenance of the systems.
- Excellent understanding of the principles of component accounting
- The ability to prepare accurate reports in varying formats and publishing information for presentation purposes.
- Demonstrable skills in ICT and database management.
- A good understanding of the principles of asset management data systems.

Experience

- Experience of managing or working on asset databases or similar systems and bespoke packages such as APEX - Essential
- Experience and excellent understanding of key property related components and their replacement lifecycles – Essential
- Experience of using data to plan programmes of work to residential properties - Desirable
- Experience and knowledge of identifying solutions to complex problems using IT management systems and familiar with relational databases - Desirable
- Experience of using a wide range of IT software applications in particular Microsoft Excel, Word and PowerPoint - Essential.
- Experience gained in a property maintenance related environment – Desirable.
- Completion of an ONC or equivalent in a Construction related subject. – Desirable

6 JOB CONTEXT

- There will be a requirement to occasionally work outside normal working hours
- The post will report directly to the Strategic Asset Manager

7 ADDITIONAL INFORMATION