Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Asset Data Analyst
Job Reference	
Service	Children, Adults, Health and Housing
Team	Housing Services
Location	Shute End
Reports to	Asset Investment Manager
Worker Style	Hybrid – Remote working with attendance at Council offices as and when required
Responsible for	None
Grade	Grade 8
Contract Type	Permanent and Full Time (37 hours)

Main Accountabilities	
1	Maintain accurate, complete and reliable property, component and asset information across housing management systems, undertaking regular validation, reconciliation and data-quality checks and resolving identified gaps or inconsistencies.
2	Manage and analyse stock condition survey information, ensuring survey results are tested then ingested into the housing management system accurately and available to evidence up-to-date component condition, remaining life, replacement dates and investment requirements across the housing stock.
3	Support the development, modelling and optimisation of risk-based capital investment programmes, using component lifecycles, condition, statutory compliance, responsive demand, resident insight, disrepair intelligence, energy performance and whole-life cost information to prioritise the right intervention at the right time.
4	Analyse asset information to assess the condition of homes against applicable statutory, regulatory and organisational standards, including the Decent Homes Standard, and prepare, validate and provide accurate asset datasets required to support statutory and regulatory reporting, including relevant Tenant Satisfaction Measures, LAHS and other applicable returns.
5	Collate information from various asset management sources, and update component and asset information within the housing management system where upgrades and renewals have been completed outside the capital investment programme e.g. voids, repairs, adaptations etc.
6	Collate information of new housing supply from Housing Delivery and Partnerships, and Corporate Property, to ingest post construction handover packs into the housing management system, so the correct component and asset information is present to ensure the effective delivery of future responsive, cyclical and planned maintenance.

Main Accountabilities	
7	Support effective management and assurance of property compliance information, including data relating to gas safety, electrical safety, fire safety, asbestos, water hygiene, lifts, smoke and carbon monoxide alarms, damp and mould and other building safety obligations. Identify missing, conflicting or potentially overdue records for investigation and rectification by responsible asset management teams.
8	Maintain and analyse energy, and sustainability information, including EPC ratings and associated property details, to support energy-efficiency programmes, retrofit planning, carbon reduction initiatives and assessment of capital investment required to improve the energy performance of the Council's housing stock.
9	Produce clear management information, dashboards, exception reports and analytical outputs covering stock condition, compliance, capital investment, property performance and emerging risks. Translate complex datasets into useful intelligence for asset management and senior stakeholders to support operational and strategic decision-making.
10	Support the development and application of asset data standards, definitions, validation rules and data-quality controls, maintaining appropriate audit trails and ensuring consistent recording of property, component, condition, compliance and investment information across relevant WBC systems.
11	Ensure service information, records and documentation is stored in the required locations and repositories within WBC systems in accordance with retention period timescales.

Person Specification	Essential	Desirable
Education/Qualifications	A qualification at Level 3 of the UK's Regulated Qualification Framework (RQF), or demonstrable equivalent experience associated to asset management, housing management, data analysis, information management or a related discipline.	Formal training or certification in Microsoft Excel, Power BI, SQL, data analytics or business intelligence. Professional membership (e.g. CIH, RICS, CIOB, or equivalent).

Person Specification	Essential	Desirable
Experience	Demonstrable experience of managing, analysing and reporting large or complex datasets, preferably relating to asset management, facilities management, or housing. Experience of undertaking data cleansing, reconciliation, validation and quality assurance, identifying incomplete or inaccurate records with exception reports and coordinating corrective action. Experience of preparing data to provide stock decency data to external agencies and support annual regulatory submissions. Experience of managing and analysing stock condition survey data, including property components, condition, remaining life and replacement information to support the development of short, medium and long term capital investment programmes. Experience analysing property compliance datasets, such as gas, electrical, fire, asbestos, water hygiene or lift safety information. Experience of using information from different systems and sources to develop a reliable and consistent dataset to produce regular and ad-hoc management information, performance reports and analytical outputs. Experience of working with confidential or controlled information and applying appropriate standards of data security and information governance.	Experience of supporting internal audit, external audit or regulatory inspection through the provision and validation of property information. Experience of implementing improvements to asset databases, data structures, dashboards or reporting processes.

Person Specification	Essential	Desirable
Skills/Knowledge	Advanced ability to use Microsoft Excel to manipulate, interrogate and analyse large property datasets, including use of functions, lookups, pivot tables, data validation and data cleansing techniques. Strong working knowledge of Microsoft Power BI, including creating dashboards and visualising asset-management information. Strong analytical skills with the ability to identify data anomalies, gaps, trends and inconsistencies and translate complex information into meaningful management intelligence. Ability to maintain and analyse data within asset management databases containing property, component, stock condition, investment and compliance information. Ability to interrogate complex asset datasets, identify gaps and anomalies, develop evidence-based recommendations and communicate technical and financial information clearly to technical and non-technical audiences. Ability to produce clear reports, dashboards, KPIs and exception reports for operational managers and senior management. Awareness of the Regulator of Social Housing's Consumer Standards framework and the importance of accurate property information in supporting regulatory assurance. Awareness of the current and future regulatory and statutory requirements of an asset management service in the social housing sector.	Ability to efficiently use NEC housing management software, including test and live environments, as well as reporting features. Knowledge of GIS or geographical analysis tools and the ability to use spatial information to analyse housing assets. Knowledge of SQL, DAX and/or Python programming language to improve automation and efficiency within data analysis processes.

Person Specification	Essential	Desirable
Behaviours/Attributes	Strong organisational skills and the ability to manage competing priorities, deadlines and large volumes of information accurately. Recognises that asset data ultimately relates to people's homes. Maintains a strong focus on how good-quality information supports safe, decent, energy-efficient and well-maintained homes for residents. Questions information that appears incomplete, inconsistent or unusual rather than accepting it at face value. Seeks to understand the underlying cause of data anomalies and follows issues through to resolution. Able to work collaboratively with internal and external stakeholders, and produce outputs with empathy, professionalism, and integrity.	

Purpose Details	
Service Purpose	Housing Services provides a resident-focused landlord service that ensures Council homes and neighbourhoods are safe, compliant, decent, sustainable and well maintained. The service uses reliable asset intelligence, effective commissioning and robust financial planning to protect the long-term value and performance of the housing portfolio, meet statutory and regulatory obligations, reduce inequality and fuel poverty, and deliver measurable improvements to residents' homes and lives.
Role Purpose	To maintain, analyse and continuously improve the organisation's asset information, ensuring that reliable property intelligence is available to support statutory and regulatory compliance, stock condition assessment, investment planning, sustainability programmes, financial forecasting and evidence-based asset management decisions.
Corporate Parenting	The postholder will support the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	The postholder will report to the Asset Investment Manager and will meet with them on a frequent basis in one-to-one and team settings to prioritise tasks, analyse service performance, identify areas of improvement and review continuous professional development opportunities.

Supervision Given	None.
Contacts	Internal contacts will include colleagues from; Asset Management, Housing and Income, Housing Needs and Options, Housing Delivery and Partnerships, Corporate Finance, Corporate Procurement, Corporate Property, Regeneration, Democratic Services, Organisational Development and others as required. External contacts will include residents, Councillors, elected members, contractors, suppliers, consultants, local housing companies, external agencies, and partner organisations as required.

Resources/Budget Management
The postholder will have no direct budgetary or line management responsibility but will be responsible for providing accurate asset data, analysis and financial intelligence to support the development, prioritisation and monitoring of short, medium and long-term capital investment programmes and the 30-year Housing Revenue Account (HRA) Business Plan. The postholder will analyse stock condition, component lifecycles, replacement requirements, programme costs and other relevant asset information to support financial forecasting and investment modelling. They will maintain appropriate controls over the quality and integrity of information used to inform investment decisions and identify and report material data gaps, anomalies or changes that may affect forecast expenditure or programme priorities. The postholder will be responsible for the appropriate use of Council systems, data, information and equipment made available to undertake the role and will support colleagues responsible for budgets by providing timely, accurate and auditable asset intelligence. Responsibility for budget approval, commitment of expenditure, procurement decisions and financial authorisation will remain with the appropriately delegated budget holder.

Special Requirements
None.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N

Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N
Work Environment Details	Shute End / Hybrid

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N/A

Disclosure and Barring Service (DBS)	Details
DBS Requirement	None
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Evaluation Declaration

Date of Evaluation:	2nd November 2026
Evaluated by:	Chelsea Duke, People Business Partner