ROLE PROFILE

Role profile	
Role Title	Asset Data Co-ordinator
Role Grade:	GRADE E
Role Reference:	**N29**
Reports to:	Property & Terrier Team Leader
Behavioural Competency Job Type:	Semi Professional
Work Style Definition	Office based hot–desk/touch down worker
Primary Purpose of role:	Lead on the management and expansion of the Authorities land and property data recording systems and support decision making by providing bespoke reports and plans.

| **Key Accountabilities & Key Measures** | **Role Outcomes**
• Produce bespoke reports for management by analysing, manipulating and modelling datasets.
• Day to day project management to ensure efficient running of systems, including scoping out any new modules required and managing their implementation.
• Support the service in benchmarking and performance management activity.
• Act as system administrator for the asset management system. | **Role Measures**
• A fit for purpose centralised Asset management database that contains all relevant land and property data.
• Bespoke reports and relevant support that enable senior managers to make informed decisions about the council's land and property estate.
• PCC compliance with the Data Transparency code and any other legislation relevant to land and property. |
| **Key activities** | • Act as system administrator for the council's asset database including being main point of contact. Ensure the asset database is maintained |

	- and updated including attending user groups & liason with other local authorities. (35%) - Provide training and coaching and on-going support to all levels of staff regarding suite of IT systems including database and digital mapping.(5%) - Analyse and manipulate reports in order for managers to make informed decisions on the PCC Estate. Complete a regular benchmarking exercise and analyse the results. (20%) - Keep informed of legislation relevant to land and property data and ensure compliance, e.g. Data Transparency. (5%) - Ensure property proforma process is adhered to with relevant data being updated on both database and digital mapping systems to support management reporting requirements. (30%) - Supervision and delegation to Level 1 and 2 Property & Terrier Officers and Apprentice. (5%)
Essential Qualifications / knowledge	- Minimum 5 GCSE's grade A-C or equivalent - Knowledge and understanding of current legislation regarding land and ownership transactions.
Desirable Qualifications / knowledge	- Relevant degree or professional qualification, or working towards a relevant qualification.
Essential Experience	- Extensive experience of property records and/or asset management software packages. - Experience of interpreting property related information and entering this into software systems. - Extensive experience of Geographical Information Systems such as GGP. - Experience in preparing and reading plans and drawings. - Experience of creating overlays, data population and reporting
Desirable Experience	- Experience of developing complex bespoke reports - Developmental and innovative thinking skills are required in order to consider solutions to reporting requirements (such as the information required for strategic land and property review)
Essential Skills	- Communication skills to train / coach colleagues and to articulate plans with the ability to influence and impact on decision making by providing information to assist with strategic decisions - Ability to interpret complex legal documentation to advise on the authority's obligations regarding its corporate and commercial estates

	• Developed IT Skills

Corporate Standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.