**Job Capsule Supplementary Information: Asset Officer**

**This supplementary information for Asset Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family Asset Management and Business Planning**

**Job Level: Level 3 Zone 1**

**Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management**

**purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

It will play a key role in delivering our Asset Management Strategy, influencing programmes of work, carrying out complex data analysis and ensuring asset information is robust and kept up to date.

**Example outcomes or objectives that this role will deliver:**

1. A well maintained asset management programme and database

2. An accurate understanding of Camden’s housing stock need and an understand of how we will meet it

3. Good analysis of stock data for internal and external distribution

4. Good internal and external customer service

5. Well managed ICT projects which improve services to customers and our understanding of our stock

**People Management Responsibilities:** Nil

**Relationships;**

1. Working in a team of up to 8 people.

2. Working with customers on a daily basis

3. Working with senior management

4. Working with framework contractors

5. Working with other teams within Repairs and Improvements and the wider council

**Work Environment:**

1. Office based with some occasional on site visits.

2. Applicants should be happy to travel anywhere required within the borough at short notice

**Technical Knowledge and Experience:**

• A relevant degree or equivalent qualification.

• An understanding of current legislation relating to housing stock investment e.g. The Decent Homes Standard.

• Ability to analyse complex data reliably.

• Maintains and builds effective relations with stakeholders to address a wide range of issues.

• A good understanding of Excel which will be demonstrated at interview.

• An understanding of how Planned Maintenance Programmes are made from asset data.

• Experience of using Housing Asset Management software such as Apex, Keystone or similar.

• A strong understanding of the housing asset data collection process, its design and implementation.

• Excellent written and verbal communication skills.

• The ability to manage multiple projects from start to finish competently and without requiring close supervision.

• A very strong sense of attention to detail and the ability to review multiple data sources before drawing accurate conclusions.

• It is desirable that the candidate understands the compliance requirements of a social landlord.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>