

Job Description

Job title	Asset Investment Analyst
Profession	Digital, Technology & Data Analytics
Band	F
Directorate	CCO (Customer)
Accountable to	Asset Investment Manager

Job Purpose:

The role is responsible for the analysis and interrogation of the assets and component data recorded in the asset management database and to make recommendations to shape and influence SNG's investment plans. Analyse and reconcile data using data governance dashboard reports between the asset management and other customer and neighbourhood databases to ensure that data is held centrally for full transparency. Ensure that suitable contract arrangements are in place for the continued management of all compliance elements within your defined areas.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Asset Investment Manager, this role is responsible for analysis of the data records held in the asset management database. Through data cleansing activities and the use of reports and data quality dashboards, the role will assist with enquiries from internal stakeholders regarding the assets and data and provide forecasting reports for assets when required.

Key Accountabilities:

- Responsible to deliver the right outcome for our customer in a safe and timely way.
- Responsible for the analysis and interrogation of key component data sets aligned to the forward maintenance plans (FMP) to make recommendations and to determine and shape SNG's longer term investment plans and regulatory obligations such as decent homes and the homes and place standard.
- Responsible for the analysis of the assets held in SNG's asset portfolio, identifying where there are gaps in the data that is recorded, liaising with the Asset Management team and stakeholders to obtain further information.
- Responsible for analysis of the asset management data content in all areas of the asset management database that are not included within the FMP, ensuring that relevant updating and cleansing of data is completed by using reports and data quality dashboards.
- Responsible for the analysis and reconciliation of data across all areas of asset management database and between other business databases including the housing management system and the responsive repairs system. Act to resolve issues identified by data governance dashboard and report on outcomes.

- Respond to asset data enquiries from internal stakeholders regarding the data that is held on the asset management database and resolving data quality issues.
- Responsible for producing management information reports to stakeholders, including analysing impacts/trends, and producing new reports as required.
- Responsible for producing and analysing monthly decent homes and HHSRS reports, liaising with stakeholders to ensure compliance with regulatory obligations.
- Assist the Asset Investment Manager with draft annual programmes of work that are aligned to the FMP ensuring that Customer and resident consultation and feedback is a key component in future improvements in SNG's Asset Management strategy.
- Continually seek ways to improve and identify opportunities in the collection and interpretation of data, using best practice, engagement reviews and quality assurance procedures in collaboration with key stakeholders.
- Create component forecasting reports and provide analysis and/or trend information as requests by internal stakeholders.
- Support the Coordinator - Asset in managing requests received through the asset management helpdesk, ensuring requests are completed in a timely manner.
- Promote a positive collaborative culture of building safety and compliance. Take personal responsibility for escalating any concerns to the Building Safety & Compliance team for consideration and/or investigation.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Knowledge and experience of Asset Management stock condition databases.
- Demonstrable analytical skills, ability to analyse large and small data sets to draw conclusion and/or trends.
- Demonstrable intermediate or advance experience in Microsoft Excel.
- Excellent communication and interpersonal skills.
- Experience of working to deadlines and achieving targets through own work and work driven through teams.

Desirable

- Ability to validate and impact assess, to escalate data issues as required.
- Ability to impact assess and to understand the difference between ‘major’ and ‘minor’ data issues.
- Knowledge of methods to monitor the quality of data and identify issues (e.g. reconciliation).

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4881	Katy Lowe	18/03/2025	
2.0	4881	Katy Lowe	13/05/2025	