Nottingham City Council | Housing Services

Job description

Job title: Asset Data Analyst

Department: Asset Management
Service: Housing Services
Grade: F

1. Job purpose

The Asset Data Analyst is responsible for processing, analysing, and interpreting data related to the company's stock and financial assets. This role involves ensuring the accuracy, integrity, and usability of asset data to support strategic decision-making and operational efficiency. The ideal candidate will possess strong analytical skills, attention to detail, and proficiency in data management and analysis tools.

2. Principal duties and responsibilities

1. Collect, validate, and maintain asset data from various sources.

2. Develop and enforce data governance policies and standards to ensure data quality and consistency.

3. Administer and update asset databases and systems to reflect accurate and current information.

4. To produce accurate reports using in house systems to produce data in a meaningful and accurate presentation.

5. Analyse asset data to identify trends, patterns, and insights that drive business decisions and Capital investment.

6. Conduct regular audits and reconciliations to ensure data accuracy and completeness.

7. Use statistical and analytical tools to interpret complex data sets. To act as the first point of contact for asset performance and data analysis.

8. Generate and distribute regular and ad-hoc reports on asset performance, utilization, and lifecycle.

9. Create dashboards and visualisations to present data insights to a range of stakeholders.

10. Prepare detailed documentation and reports to support management and strategic planning.

11. Identify opportunities to streamline data collection, management, and analysis processes.

12. Implement best practices for data management and analysis.

13. Recommend and implement improvements to asset management practices based on data insights.

14. Work closely with Data Analytics Manager around finance, operations, IT, and other departments to gather and validate asset data.

15. Collaborate with cross-functional teams to ensure data alignment and consistency across the organization.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy , IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder: Nil

NA

7. Post holder's immediate supervisor: Data Analytics Manager

Prepared by/author: Wayne Smalley   **Date:** 20/08/2024

Job title: Head of Stock investment

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Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: ....   **Date:** ....

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Person specification

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Areas of responsibility	Requirements	Measurement				
		P	**A**	**T**	**I**	**D**
Knowledge & experience	Proficiency in data analysis tools and software, Advanced Microsoft Excel skills and data interrogation experience		✔	✔		
	Knowledge and Experience with data visualisation tools like Power BI, or similar		✔		✔	
	Experience with Business Objects or other data reporting tools to develop and present complex data reports		✔		✔	
	Minimum of 2-3 years of experience in data analysis, business intelligence, or a related field		✔		✔	
	Ability to translate complex data into actionable insights		✔	✔	✔	
	Excellent problem-solving skills and attention to detail		✔		✔	
	Well-developed verbal reasoning and communication skills and the ability to effectively use a range of written and digital media.		✔			
Skills and Aptitudes	Strong analytical and critical thinking skills		✔		✔	
	High level of accuracy and attention to detail		✔		✔	
	Ability to work independently and as part of a team		✔		✔	
	Experience of analysing data using spread sheets and other data storage packages		✔		✔	
	Strong organizational and time-management skills		✔		✔	
Personal Attributes	Enthusiastic, self-motivated and confident.		✔		✔	
	Demonstrated ability to innovate and find creative solutions to complex problems		✔		✔	
	Willingness to undertake training suitable to the role and self-development		✔		✔	

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		P	A	T	I	D
	Proven ability to manage multiple projects simultaneously and meet tight deadlines		✓		✓	
	Willingness to continuously learn and stay updated with the latest industry trends and technologies				✓	
Work to promote mutual respect and good relations	Able to provide services to a diverse range of service users, community groups, partner organizations, staff etc in a way that promotes good relations and equality				✓	
	Sensitivity to the needs of customers and colleagues.				✓	
	Knowledge of and commitment to the implementation of the City Council's equality and diversity policy.		✓			
Work Related Circumstances	Willingness to work outside of normal hours if required and from different offices and home.		✓			

P: Pre-application	**A**: Application	**T**: Test	**I**: Interview	**D**: Documentary evidence

Prepared by/author: Wayne Smalley   Date: May 2024

Job title: Head of Stock Investment