

Bernicia Group Role Profile

Title: Asset Data Analyst

Reporting to: Asset Business Analyst

Date: June 2026

Purpose

Deliver the day-to-day maintenance, analysis and reporting of asset and property data to help the organisation make informed decisions about its housing portfolio. The role will focus on ensuring asset information is accurate, complete and up to date, supporting day-to-day operational activity, compliance reporting and investment planning.

Collaborating closely with colleagues across Bernicia including Asset Management, Property Services, Finance and IT, to help improve data quality, produce routine reports and support the effective use of asset management systems.

Accountabilities

Operational

- To maintain, capture and update accurate and reliable asset management data and to conduct regular data validation on the core property data within the housing management system, stock condition database and other associated databases/registers/matrices/systems (including planned investment, responsive repairs, compliance, energy and customer/building safety), maintaining data integrity.
- Support Asset performance reporting by preparing reports on the condition of our assets, developing planned programmes of work and the creation/removal/update of assets and components/attributes from the systems (reflecting works, new build completions/acquisitions, right to buy, disposal, conversions), ensuring that all relevant and necessary data has been captured, with all databases triangulated and reconciled to support the Asset Management team.
- Review our property related activity, to assist with the analysis of asset data to identify and investigate trends, risks and priorities within the delivery of the maintenance of our assets, liaising with all stakeholders to support and validate the development of annual budgets and associated programmes which maximise the financial and social return from our assets, maintaining “Decency” and the Bernicia standard.
- Develop comprehensive records and reports on stock condition, compliance and relevant asset information to ensure the team effectively supports the delivery of strategic asset management and timely stock investment.

- To support to the development and the annual preparation of the organisation's strategic asset management tool/property sustainability matrix, including reviewing, developing and implementing procedures to capture all inputs and ensure that all outputs are used as effective management tools by all internal stakeholders.
- Contribute to the development of and work within suitable and sufficient Data Management Protocols, implementing appropriate property hierarchies and regularly validating data across systems, including liaison with Property Services, Finance and other stakeholders on the visibility, management, transfer and integrity of data, enabling "a single version of the truth."
- Provide the day-to-day maintenance, update and detailed analysis/interpretation of the property related databases, matrices, systems and registers, including GIS.
- Implement, develop and maintain the organisations GIS system, collaborating with stakeholders to develop the system in line with the Groups requirements and priorities, including providing training to enable its use as a strategic tool throughout the organisation.
- Create, implement and maintain process maps and document control systems for departmental procedures. Conduct regular reviews of these systems to identify process improvements, including trend analysis.
- Support the data collection/recording and administration of a rolling programme of stock condition surveys and capture/reconciliation of live completion data (planned, repair and void) to update/validate the stock condition database (including catch up repairs) and business plan, liaising with stakeholders in the design of stock improvement programmes which ensure the compliance with stock decency targets and regulatory standards.

Corporate

- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high-quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.
- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and conducting suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking “ownership” of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day-to-day responsibilities of the role and taking action to mitigate those risks.

Essential Skills & Experience

Excellent IT Skills including the use of Excel, mobile working and data collection applications.

Use and application of relevant database systems used for detailed analysis/interpretation of the core property, strategic asset management, sustainability, compliance and energy.

Experience maintaining accurate records and updating databases.

Ability to understand, interpret, organise and present complex data.

Good organisational skills and the ability to manage a varied workload.

Flexible and able to respond to regularly changing priorities.

Timely production of routine reports and updates.

Full driving licence.

Desirable Skills & Experience

Knowledge of the applications and the use of MRI asset management and GIS system.

Assisting in the development of existing and any future systems/databases and procedures

Interest in sustainability, retrofit or decarbonisation programmes.

Accuracy and completeness of asset data.

Values	
Value	Expectation
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.

