

Bernicia Group Role Profile

Title: Asset Analyst

Reporting to: Asset Business Analyst

Date: April 2025 (12 Months Fixed Term)

Purpose

We are looking for someone to step in to the role of Asset Analyst for the next year to cover an internal move. Assets & Growth are implementing a new Asset, Compliance and Contract Management system over the next 6 months which the substantive Asset Analyst is supporting full time.

It is important we continue to deliver core services over the next year and ensure our property data is accurate and driving strong decision making, especially at a time when system data is being migrated from our current system Keystone to the new system MRI.

This role will be responsible for reconciling system information, analysing and uploading new stock condition survey data and supporting the Asset Manager and Asset Business Analyst in preparing future works programmes.

Accountabilities

Operational

- To control, maintain, update and validate the core property data within the housing management system, stock condition database and other associated databases / registers / matrices / systems (including compliance and customer/building safety)
- Capture, prepare and import information into the stock condition, energy efficiency databases, and compliance databases accurately
- Manage HHSRS risks from stock condition surveys raising jobs and further surveys where required.
- To prepare 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 / RTB / disposal/conversions), ensuring that all relevant and necessary data has been captured, with all databases triangulated and reconciled
- Identify and build test scenarios and scripts to enable effective user acceptance testing

Strategic

- Suggest and implement ongoing opportunities for continuous improvement across process.
- Support the wider team in delivery of the Asset Management Strategy.

Corporate

- Contribute to raising Bernicia's profile in developing a network of suitable contacts amongst organisations and individuals likely to assist in achieving Bernicia's vision.
- Ensure that all core policies in relation to standards of behaviour, equality and diversity, customer care, people management, people development, data protection and health and safety are fully implemented, along with an appropriate system for identifying, appraising and managing risks in your service area, consistent with Bernicia's risk management strategy.

The above list is not exhaustive and your role will certainly change over the period of the project reflecting the changing needs and activities of the organisation and our commitment to making best use of new technology and continuously improving the way we do things. You must therefore be committed to personal development and to becoming multi-skilled in order that you can adapt to and welcome constant change in the effort to achieve the stated aim of "making continuous improvements in the efficiency and effectiveness of our use of resources".

All staff are encouraged not to ignore work at the boundaries of their specific role, but to take "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.

You must carry out his or her duties with full regard to the Bernicia Way and must draw to their manager's attention any unsafe working practice/conditions.

Essential/Desirable Skills & Experience

Essential:

- Previous experience in a similar role.
- Knowledge of Asset Management Systems .
- Analytical with good experience using excel
- Knowledge of problem-solving techniques and root cause analysis techniques
- Good communication skills – written and verbal
- Excellent organisational skills

- Flexibility – able to work between key sites as required. Will be required to be in office between Ashington and Durham sites on multiple days.
- Willingness to learn and develop
- Ability to deal with ambiguity
- A full driving licence and have use of a vehicle for work purposes

Desirable:

- Experience with Keystone and MRI systems

Signed by Post holder..... Date

Signed by Manager Date

Values	
Value	Expectation
Customer Focussed	Because we care about our customers, how we do things is as important to us as what we do. We understand our customers and deliver great customer service.
Teamwork	We work together, across boundaries, to meet the needs of our customers and help the organisation to be successful.
Integrity	We uphold the highest standards of integrity in all of our actions.
Respect for People	We value our people, encourage their development and reward their performance.
Leadership	We provide strong corporate governance and leadership which is out-come focussed.
Accountability	We are personally accountable for delivering on our commitments.

