

JOB DESCRIPTION

JOB TITLE:	Asset Management Officer
DIRECTORATE:	Housing
JOB EVALUATION NUMBER:	E819
BAND:	7
RESPONSIBLE TO:	Senior Asset Management Officer
RESPONSIBLE FOR:	N/A
MAIN PURPOSE OF POST:	To carry out all surveys linked to the Asset Management Strategy.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To collect and analyse property data and assist with the development of property profiles and calculation of energy efficiency ratings for the Council's housing stock and other properties
2.	To be responsible for the surveying of Council dwellings as required, for example, in respect of House Condition & HHSRS Surveys
3.	To be responsible for the preparation of Energy Performance Certificates for the Council Housing Stock
4.	To co-ordinate data gathering and input of stock condition and programme data into Housing Management IT systems and assist in the preparation and development of the Housing Business Plan and Stock Investment Strategy
5.	To be responsible for undertaking cyclical and programmed planned maintenance surveys.
6.	To make recommendations to the Senior Asset Management Officer regarding potential maintenance and improvement programmes.
7.	Liaising between tenants, individuals, and other service areas to ensure the smooth running of the Asset Management Team, including addressing inquiries and complaints face-to-face from tenants associated with surveys, decent homes, and health and safety hazards.
8.	To use ladders, hand tools and surveying equipment .

9.	To work on special projects as directed.
10.	To assist in meeting services requirements, including supporting and participating in Improvement Plans.
11.	Any other duties which are similar in level of responsibility.
12.	SPECIAL FEATURES OF THE POST - You may be required to carry out your duties at your present workplace or some other Council site. - Must be prepared to attend on site outside normal working hours in response to emergency situations - Regular use of a computer terminal, portable computers and other electronic equipment - Daily inspections on multiple sites across the Borough

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	YES / NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES / NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES / NO
You may be required to carry out those duties at your present workplace or at another council venue.	YES / NO

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Asset Management Officer
DIRECTORATE:	Housing
JOB EVALUATION NUMBER:	E819
DATE:	

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Inspecting properties and preparing schedules of condition and of work required, providing advice as necessary	Application Form/Interview
Ability to carry out house condition surveys, collate and analyse data and produce reports	Application Form/Interview
Ability to prepare schedules, specifications and programmes for improvement work based on accurate measurement etc	Application Form/Interview
Ability to liaise and effectively communicate verbally and in writing with contractors, other Council Departments. Tenants and Residents	Application Form/Interview
Flexible approach to problem solving and willingness to embrace other disciplines	Application Form/Interview
Technical knowledge of Building Materials, Construction, Trade Practices, Building Regulations and Building Maintenance Functions	Application Form/Interview
Organizational and administrative skills particularly in preparing job estimates, costings and reports	Application Form/Interview
Dealing with members of the public	Application Form/Interview`
Ability to carry out SAP property energy ratings and produce Energy Performance Certificates	Application Form/Interview`

Ability to use ladders to inspect at high level, including roof work	Application Form/Interview
Holder of a current driving license	Application Form/Interview
Knowledge of health and safety requirements and CDM regulations	Application Form/Interview

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Understanding of contract terminology and procedures	Application Form/Interview
Inspection of completed works	Application Form/Interview

EXPERIENCE

Essential

Essential experience	Assessment method
At least 3 years experience in property surveying and maintenance	Application Form/Interview
Ability to use ladders to inspect at high level, including roof work	Application Form/Interview
Operation of computer systems and use of a keyboard	Application Form/Interview
Undertaking of Risk Assessments and identifying hazards	Application Form/Interview

Desirable

Essential experience	Assessment method
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On site knowledge and experience of trade skills in general	Application Form/Interview
Liaison with appropriate professionals to effectively control building improvement programs	Application Form/Interview
Operational experience of specifications/schedules of rates etc.	Application Form/Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
An appropriate recognized building trade/professional qualification e.g. City and Guilds, ONC, NVQ 3/4	Application Form/Interview
Practical experience and good understanding of information technology systems	Application Form/Interview
A Domestic Energy Assessor qualification	Application Form/Interview
A HHSRS qualification	Application Form/Interview

Desirable

Desirable qualifications	Assessment method
Supervisory qualifications e.g. Clerk of Works qualification	Application Form/Interview
An appropriate IT qualification e.g. CLAIT	Application Form/Interview

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
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To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 1

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: 1

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: 1

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level: 1

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level: 1

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level: 1

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level: 1

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level: 1

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time

and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level: 1

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.