

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

Job description and person specification

## **Asset Records and Systems Officer**

Property Strategy and Estates, PLACE Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

To promote and undertake effective day-to-day management of WNC's operational and non-operational (investment) property portfolio as a member of the Property Strategy and Estates team. To support the Asset Records and Systems Manager to manage the core estates data covering WNC's diverse portfolio of approximately 1,000 properties. The role will enable you develop a well-rounded knowledge of estate management activities within the Public Sector and the significant role that effective asset management plays in the delivery of the Councils front line services, as well as income generated from its investment portfolio.

As an Asset Records and Systems Officer, you will provide valuable support to the Property Strategy and Estates teams ensuring that the data held on its property portfolio is accurate, detailed, and accessible. Through effective management of its portfolio, WNC can maximise the opportunities to generate income to support the wide range of services which it provides for the benefit of the residents of West Northamptonshire. Utilising high quality business intelligence reporting derived from the Estates Management System, the Council will be able to explore opportunities to maximise the effective use of the portfolio, delivering projects that seek to support the efficient, and cost effective, delivery of public sector services across West Northamptonshire, enabling communities to thrive.

## Accountable to:

This role will be accountable to the Asset Records and Systems Manager. The role sits within Property Strategy and Estates Department, part of the Assets and Environment Service and the PLACE Directorate in West Northamptonshire Council.

## Responsibilities:

1. To maintain the records of all Council land and property data including, but not limited to, acquisitions, dedications, disposals, leases, and tenancies by interpreting and extracting details from complex legal documents.
2. Analyse and verify all existing and new property records data and information for the purposes of assessing and ensuring adequacy, accuracy of estates data to support robust and effective estates management activities and decision-making processes.
3. Maintain land ownership data within the Councils Geographical Information (GIS) System by analysing and interpreting conveyance plans.
4. To monitor the accuracy of integrity of data added to the system, and the effectiveness of estates systems in meeting the specific business need, liaising with relevant services, including IT and external suppliers, to recommend and implement service improvement opportunities.
5. To provide training, where required to the users of the estates management system and provide technical support to colleagues, suppliers and senior officers when required.
6. Utilising existing IT skills, to support the development of bespoke reports and dashboards, utilising the estates data for audiences at all levels within the Council.
7. To prepare building and site plans on the Councils estate for inclusion within legal documentation.
8. Create, prepare, and provide high quality strategic business intelligence information to a wide range of internal and external clients including consultants, partners, Councillors, colleagues, and senior officers. Such reporting to encompass the wide range of property data held within the Councils various estates management systems, to support effective and robust decision making, and in support of the Councils transformational objectives.
9. Support on the delivery of Suitability and Sufficiency data on the Councils education portfolio.
10. Deputise for the Asset Records and Systems Manager when required to ensure continuation of service.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by [the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).]

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	Essential / Desirable	Measured by
Ability to interpret and extract information from property related documentation and drawings.	Essential	A and I
Existing knowledge of reading legal documents and extracting relevant data.	Desirable	A and I
Excellent communication skills (oral and in writing)	Essential	A and I
Ability to work collaboratively within a team or on individual projects to meet corporate objectives	Essential	A and I
Experience of using AutoCAD	Desirable	A, I and D
Ability to legally drive in the UK and have access to a car, or other demonstrable means of transport to undertake site visits.	Essential	A and I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Understanding of the dynamics and complexities of public sector and the Local Government environment and its impact on service provision, staff, and relationships with key stakeholders.	Desirable	A and I
Experience of all major Microsoft Office applications including Excel, Work, Outlook, Teams etc.	Essential	A and I
Ability to understand and interpret different forms of data and process them efficiently and accurately	Essential	A and I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
Experience of working within the Public Sector	Desirable	A and I
Proven experience of maintaining databases / data in a range of applications	Essential	A and I
Experience of using SQL to development high quality business intelligence reports	Desirable	A and I
Experience of all major Microsoft Office applications including Excel, Work, Outlook, Teams etc.	Essential	A and I

<b>Education, training, and work qualifications:</b>	Essential / Desirable	Measured by
5 good GCSES or equivalent, including maths and English.	Essential	A, I and D
Graduate level qualification or equivalent professional qualification, preferably in a related subject (Database or Systems Management, Computing), or relevant proven experience.	Essential	A, I and D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

Hours:	37 Hours	Primary work base:	One Angel Square
Job family band:	BA05	Worker type:	Part-flexible
Salary range:	£26,907 - £28,437	Budget responsibility:	None
People management responsibility:	None		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

