**Job Description**

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| Job Title: Asset Records Manager |
| POSCODE: CCC2536 |
| Grade: P1 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

1. To provide governance and management of the Council’s Property Asset Records, both in a property asset management database but also GIS mapping and /CAD plan format, ensuring that adequate and effective systems are in place to verify and maintain the accuracy and integrity of the information which are required for legal documents, Health & Safety compliance and complying with Government and other statutory requirements.
2. To ensure that the Council’s property asset records are made available to CCC staff/services, Members, partner organisations and the public, including FOI requests, as required.
3. To help procure and implement a new Property Asset Management database system.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
| 1 | Project Support and Advice  Provide advice and contribute to the procurement of a replacement property asset database system in 2022, working with IT, Procurement, and the system provider, followed by the implementation of that system over a number of years. |
| 2 | **Information Management**  Take ownership of the property asset records and act as subject matter expert, developing appropriate policies and procedures for holding and updating the property asset database, maps and plans in paper and digital formats.  Maintain and improve the Council’s property asset records, updating the property asset database, ensuring adequate and effective systems are in place to verify and maintain the integrity and accuracy of the information.  Manage, maintain, improve, add to, and update the Council’s paper based property asset records, including maps, plans and legal documents, extracting information from complex legal documents/plans and transferring them to electronic format when required and as appropriate.  Manage, maintain, improve, add to, and update the Council’s GIS maps and CAD plans with links to the property database as required. |
| 3. | **Information provision.**  Develop highly effective, collaborative and forward thinking relationships with colleagues across the authority and also external stakeholders providing high quality, accurate property maps/plans and data reports as required by CCC officers, members, schools, the public and partner organisations to support the Council’s Asset Strategy, H&S managment, Landlord and Tenant managent, disposals, condition surveys, construction, property maintenance, planning applications, insurance, asset and rating valuation. |
| 4 | **Team Management**  Lead the day-to-day activity and planned programme of works of the Property Asset Records team, recruiting as required and ensuring that team skills are kept up to date., Ensure that tasks are carried out in accordance with agreed policies and procedures, that they are accurate, timely and cost effective, assessing resources available and growing the team or outsourcing requirements as required. Act as subject matter expert, lead in the training of staff and colleagues on the delivery and use of GIS/CAD and the Database Management system. |
| 5 | **Reporting**  Take a lead role in the development, monitoring, maintaining, analysing and preparation of reports on asset information that enables the Council to fulfil its financial, legislative, statutory, and regulatory requirements and functions i.e. CIPFA returns, Defra smallholdings report to Parliament, financial regulations for the Fixed Asset Register, Government EPIMS information and Freedom of Information requests. |
| 6 | **Additional Accountabilities**  Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post. |
| 7. | Demonstrate an awareness and understanding of equality, diversity, and inclusion. |

**Person Specification**

**Qualifications, knowledge, skills, and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Educated to degree/NVQ/HNC level in a relevant subject matter | Geographical Information Systems/Database management | Essential |
| NVQ/HNC | CAD | Desirable |

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

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| GIS/Databases | Practical understanding of what is involved in working with CAD, GIS, and property asset databases | Essential |
| IT systems | Understanding of a wide range of Microsoft packages, project management software, GIS/CAD, and database systems. | Essential |
| Property | Basic understanding of property construction with the ability to interpret drawings and plans. | Desirable |
| Property legislation and standards | Good understanding of how property ownership, leases and other property interests work. | Essential |
| Property information and compliance | Good understanding of the importance of accurate work to produce legally compliant maps,documents and data. | Essential |
| **Skills** |  |  |
| Organisational | Able to collaborate with multiple stakeholders | Essential |
| Customer focus | The ability to establish good rapport and open and honest relationships with colleagues, customers, from the public, partner organisations, senior officers, and Members. | Essential |
| Problem solving | Ability to identify and implement innovative and creative solutions to problems and plans to create and deliver the best outcomes. | Essential |
| Communication | Capable of expressing information, concepts, and ideas both orally and in writing in a logical, well structured, timely, accurate and meaningful form to recipients. | Essential |
| Managing self | Ability to organise, plan and manage own work and that of others to deliver objectives and outcomes in a timely and responsive manner. | Essential |
| Data analysis | Excellent analytical skills to interpret, quantify and summarise data  Understanding of location-based data analysis | Essential |
| Data management | Accurate recording and data entry processes, checking the validity of information where necessary. | Essential |
| Negotiation | Negotiation with others to agree manageable timing of work alongside other priorities. | Essential |
| **Experience** |  |  |
| Project mangt | Experience of project management of small to medium scale projects | Desirable |
| Databases | Experience of managing property databases | Essential |
| Procurement | Property database systems | Desirable |
| Property | Ability to interpret and extract information from property related documents and drawings | Essential |
| Mapping | Practical experience of producing high quality maps and plans using GIS and CAD software | Desirable |
| Managing others | Proven line management experience | Essential |
| Equality, Diversity, and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role. | |
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**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |