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| Job Title:  Asset Records Officer  |
| Grade: Grade 6  |

**Overall purpose of the job**

To assist with the management of the Councils Property Asset Records, both in the property management database and in GIS mapping and / CAD plan format, ensuring data and plans are accurately entered/created and maintained.

To help make available the Council’s property asset records to CCC staff/services, Members, partner organisations and the public, including FOI requests, as required.

To help with tasks that involve other systems and processes that are commonly used within the property team such as ERP and invoicing, FM helpdesk support and compliance record maintenance. There may be future systems that the post holder will help support implementation and subsequently help to maintain.

**Main accountabilities**

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| 1.
 | **Asset Record Support** Input and enhance asset records, review and verify data for accuracy and completeness, organize and maintain records for easy access, update the Council's property asset records to ensure data integrity and accuracy, and manage paper-based records, including transferring information to electronic format when necessary.   |
| 1.
 | **GIS & CAD** Assist with updating GIS maps and CAD plans, linking them to the property database, utilize integrated systems and data to create synergy between GIS shape and core data sets, accumulate accurate CAD and PDF floorplans for the entire portfolio, and support the creation of one-off CAD plans for reports and projects.   |
| **3.**  | **Collaborative working** Build collaborative and forward-thinking relationships directly with colleagues and external stakeholders through effective communication, building trust and respect, and aligning goals; provide accurate property maps/plans and data reports as required by CCC officers, members, schools, the public, and partner organizations; and assist in supporting the Council's Asset Strategy, H&S management, Landlord and Tenant management, disposals, condition surveys, construction, property maintenance, planning applications, insurance, and asset and rating valuation.   |
| 4.  | **Information Provision** Ensure compliance with statutory timescales for FOI requests. Implement defined access controls to prevent accidental deletions in the database. Adhere to Land Registry standards and RICS measuring practice codes for lease and sales plans. Utilize copyrighted National Grid maps appropriately. Follow the Council's constitution, policies, and procedures. Collaborate with the manager to embed new processes for information processing and control.   |
| 5.  | **Reporting** Assist with the development and production of reports using the Council's data and systems, send out cyclical reports as required, and collaborate with colleagues to improve these reports when necessary.   |
| 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. This may involve supporting the implementation and maintenance of other systems and processes.    |
| 7.   | Demonstrate an awareness and understanding of equality, diversity, and inclusion.   |
| 8.  | Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.    |

**Person Specification**

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

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject**  | **Essential/** **Desirable**  |
| NVQ/HNC/Degree   | GIS / CAD / Administration Qualifications or equivalent experience as a GIS assistant, data entry or mapping support.  | Desirable  |
| 4-5 GCSE  | Including Maths and English   | Essential  |

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.  Experience with working with large data sets and complex asset management systems.  Practical experience of using these systems.  | 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.   | Desirable  |
| Property information and compliance  | Good understanding of the importance of accurate work to produce legally compliant maps, documents and data.    | Desirable  |
| **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  |
| Geographical Information Systems  | Experience using Mapinfo or other similar platforms  | Desirable  |
| Data analysis  | Excellent analytical skills to interpret, quantify and summarise data  Understanding of location-based data analysis  | Essential  |
| Data management  | Accurate data handling, checking the validity of information where necessary and working with databases.  | Essential  |
| Negotiation  | Negotiation with others to agree manageable timing of work alongside other priorities.  | Essential  |
| **Experience**  |   |   |
| Project management  | Experience of project management of small to medium scale projects  | Desirable  |
| Databases  | Experience of managing databases   | Desirable  |
| Property  | Ability to interpret and extract information from property related documents and drawings   | Desirable  |
| Mapping  | Practical experience of producing maps and plans using GIS and CAD software  | Desirable  |
| 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.    | Essential  |
| Net Zero (applies to all roles).  | Ability to contribute towards our commitment of becoming a net zero organisation.    | Essential  |

**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  |