

Asset Data Officer - Grade 11

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. Working as an Asset Data Officer, striving to achieve a key part of the Council's vision – “people enjoy better health throughout their lives” you will be responsible for the delivery of the asset data & Facilities Management (FM) database functions.

Working with colleagues, partners, and the community you will ensure that a high quality, customer focused, and efficient asset data & condition information function is delivered. You will take responsibility for both strategic and operational matters relating to asset data within our FM database and delivery/interpretation of building condition information.

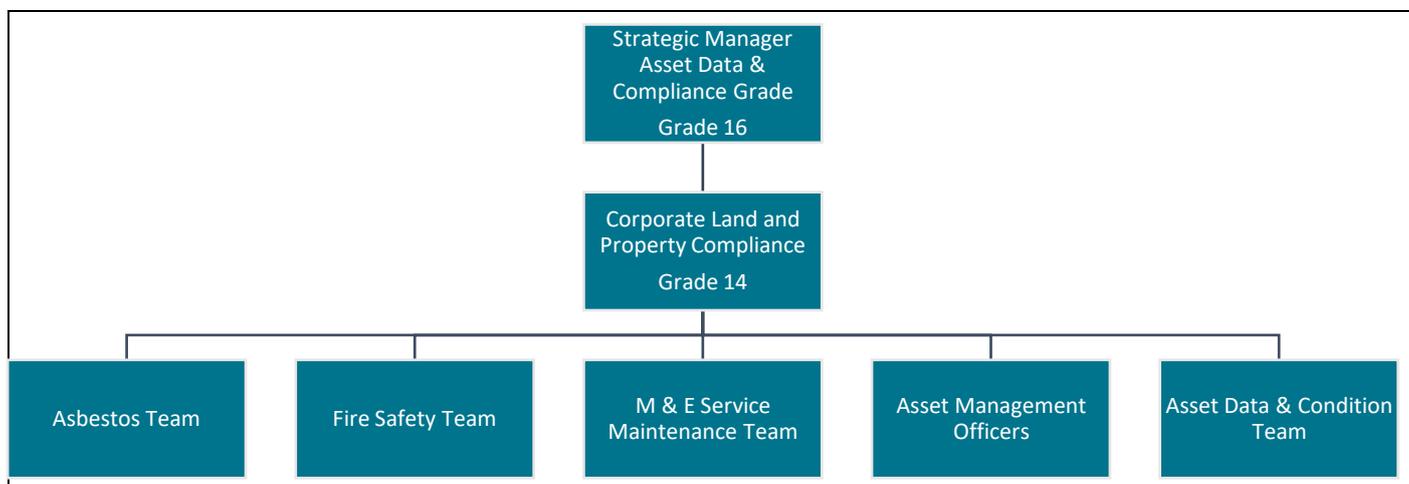
Supporting the Strategic Manager – Asset Data & Compliance and the Compliance Manager, you will deliver the asset data and condition information function across all the Councils' land and property assets.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Adopting the Councils key working principles e.g., “people” and “partners” you will identify and deliver service improvements and work effectively with colleagues, suppliers, and partners to ensure our asset database is complete and maintained.
- It is your responsibility to ensure that this information is not only constantly updated but is reliable at point of use and that use is council wide to all directorates and external partners. The post holder will take full responsibility for the day-to-day upkeep of the system.
- You will liaise with internal teams to gather, upload, and maintain all information relating to our assets as made available following disposal, acquisition, and capital/revenue investment works. You will be proactive in requesting all information as required and remain up to date on all ongoing projects, both capital and revenue.
- You will be responsible for creating, updating, and maintaining the Council's BASE plans.
- You must be able to work alongside a team of professionals to deliver our condition surveying requirements and provide specific information to allow creating of tender packs for other disciplines/teams.
- You may be asked to work flexibly and provide IT based solutions to questions/queries posed by other teams both within the Corporate Landlord & Capital service and other services which require similar information.
- You will operate unsupervised and take full daily responsibility for the upkeep amendment and monitoring of the information provided on the terrier/GIS mapping system and will have responsibility for managing a support officer.
- You must be able to work as part of a team but also be able to lead others within the team where required.

Position of job in organisational structure



Employee Specification

| Knowledge, qualifications, skills, and experience | Shortlisting criteria |
|---|-----------------------|
| Experience with a proven track record of performance and ability to manage, implement, improve, and update asset information and condition data within an FM database | Essential |
| Experience working with CAD plans with the ability to create, alter, and amend as required | Essential |
| Experience within the field of asset data with an ability to act as the administrator of an FM database system capable of asset information packs for use by internal and external parties (condition summaries, drawings, fire, and asbestos reports etc). | Essential |
| Ensure database integrity by updating assets including new acquisitions and disposals, reorganising and removing duplicate information from the database and uploading/maintaining information made available following purchase or capital investment | Essential |
| Operate MapInfo Pro or any other relevant software in order to act as portal to general and specialised asset information such as historic/demolished buildings and service/utility connections e.g., culvert and gas locations. | Essential |
| Assemble and prepare asset information data from the FM database to import into, and update, the Council's GIS | Essential |
| Update and maintain the repository of BASE CAD files primarily for the purposes of creating and updating buildings within the FM database. | Essential |
| Provide accurate building dimensions and other asset information which serves as the basis of display energy certificates (DEC's) energy performance certification (EPC's) and insurance valuations | Essential |
| Create innovative tools using advanced spreadsheet design to assist with various specific team functions e.g., routine asset safety testing schedulers, external surveyor job performance monitoring system. | Essential |

| Knowledge, qualifications, skills, and experience | Shortlisting criteria |
|---|------------------------------|
| Communicate effectively to encourage good working relationships internally and externally and at all levels providing a frontline service for enquiries (regardless of source) relating to our assets in a friendly, professional, and responsive manner. | Essential |
| Experience in managing and prioritising own workload effectively to achieve agreed levels of performance and delivery with a proven ability of working with property and legal colleagues on all land related matters. | Essential |
| Working as a team to deliver successful outcomes | Essential |
| Commitment to further training and professional development | Essential |
| Proven track record of service delivery to an agreed level of performance and standard including experience of managing customer expectations. | Essential |
| Personal resilience and the ability to manage competing deadlines to deliver on job specific tasks, at times working on your own initiative | Essential |
| IT literate with experience of using software packages such as MS Office and bespoke software packages | Essential |
| Experience in managing external consultants | Desirable |

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

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|--------------|-------------------|--------------------|------------|
| Job Category | Building Services | Grading ID | 67820 |
| Job ID | 80103755 | Last Updated | April 2023 |
| Job Focus | No | Career Progression | No |

Contractual Variants

| | | | |
|---------------|--------|------------------------|----|
| DBS Category | No | DBS Type | No |
| Health Check | No | Politically Restricted | No |
| 24/7 working | No | Public Holidays | No |
| Night Working | No | Alternating Pattern | No |
| Standby | No | Other | No |
| Checked by HR | M Lunn | | |