

You will be responsible for ensuring our Asset data is accurate, reliable and valid. You will need to produce comprehensive data analysis from our Asset Management systems producing financial, performance data quality and investment reports to ensure quality information is maintained on the system and inform future investment decisions.

The role will support the Asset Manager and PMO Manager in specific projects, option appraisals, investment and energy planning and data improvement.

**Data Analyst**

**What are my key responsibilities?**

* Perform quantitative data analyses and interpret the results for the business including Asset Performance Evaluation Model, Decent Homes and Property Investment Energy data.
* By ensuring our Asset data is accurate, support the Asset Manager and PMO Manager to create a long-term vision for the property portfolio and deliver the requirements identified within the Organisation’s Asset Management Strategy.
* To collate and interrogate all Asset Management works or related data to ensure the quality, integrity, completeness and accuracy.
* Develop and maintain monitoring and reporting systems to provide accurate and timely information about the Asset Teams activities including but not limited to statistical and management information, regulatory and business requirements.
* Appraise, develop and improve the way Asset information is stored and used.
* Assist in the running of the Asset management database and tools in line with company policies and procedures and ensure that data is kept within the established business plan structures and hierarchies and that reports can be generated to suit business requirements.
* Support in reviews of specific stock or groups of stock including undertaking financial appraisals.
* Be responsible for sourcing and interpreting data to support asset projects as required by the projects lead.
* As required aid with the review and loading of raw asset data from external sources to ensure quality and integrity of the information loaded into the asset management system.
* Responsible for maintaining detailed records relating to the energy efficiency of each home and planning the works required to meet net zero carbon requirements aligned to Government policy.
* Contribute to developing and delivering high quality, efficient, responsive and professionally competent asset management services which maximise the potential of the Group’s stock, within statutory and regulatory guidelines.
* Support the asset team in the management of secondary assets.
* Responsibility for process mapping to streamline, identify and implement system automation opportunities.
* Maintain a strong understanding of key business software functionality in order to identify opportunities, recognise independencies and ensuring strong foundations on which to build solutions and future enhancements.
* Undertake any other duties commensurate with this post as reasonably requested.

**Relationships**

You will report directly to the Asset Manager.

Within the organisation, you will work collaboratively with the Programme Management Delivery Team. You’ll also work with the wider Asset Management Team.

Outside the Company, develop and maintain networks with key partner organisations.

**Role Requirements**

* Evidence of continuing professional development
* A focused, tenacious attitude with a methodical and logical approach to problem solving. An open, flexible and supportive approach to change an innovation.
* Experience of data analytics and working with large volumes of data from disparate sources.
* Recent experience and knowledge of property data systems at end user level.
* High degree of computer literacy skills and the ability to use a variety of software packages including databases, excel and Access.
* Strong intellect and analytical skills with the ability to analyse complex data, review alternative solutions and reach speedy, well-informed decisions.
* Commercial acumen, always considering value for money.
* Strong attention to detail, but can also see the bigger picture.
* Empathy for and a good understanding of our customer base, with the desire to always do the right thing for our customers.
* Ability to work as a team and individually to achieve common goals and improve quality of service(s).
* Accepting responsibility for decisions taken and working on own initiative, within guidelines.
* Knowledge of the asset management function within a registered social landlord or similar.
* Knowledge of land, property, building and development related issues statutory requirements, financial, and legislative information

**whg’s values and behaviours**

At whg we have an ambitious aim to be an exceptional place to work that attracts, develops and retains talent.

We recognise that our success as a business depends largely on the quality and commitment of our colleagues; our values set out in the Corporate Plan identify the behaviours that we expect all colleagues to display at whg.

|  |  |
| --- | --- |
| A blue circle with white hands in it  Description automatically generated | TrustworthyYou can rely on us. We are honest in everything we do. |
| A hand holding a shield  Description automatically generated | AccountableTaking responsibility for our actions and owning the delivery of our promises. |
| A star on a blue circle  Description automatically generated | ExcellentStriving to be the best and delivering the best outcomes for customers and the organisation. |
| A yellow circle with a white outline of hands shaking  Description automatically generated | RespectfulValuing people and treating everyone with empathy and fairness. |
| A pink circle with two people holding a heart  Description automatically generated | CollaborativeAchieving great things by working together. |