

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

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| Designation: Asset Officer | Grade: | PO1 |
| Reports to Asset Manager | Grade: | PO8 |
| Directorate: Housing-Quality & Investment | Section | Stock Investment & Asset Management (SIAM) |

Main Purpose of the job:

To provide an effective and responsive service to Lewisham Council residents relating to all asset management functions including the collection, collation and maintenance of stock attribute and condition information.

To provide detailed information in relation to all aspects of the asset management.

Summary of responsibilities and personal duties:

- To work with the Asset Management team in the delivery of SIAM Asset Management and Lewisham Strategy.
- Deliver a high quality and responsive service to Lewisham Council residents encompassing all asset management responsibilities, including the accurate collection, organisation, and maintenance of stock attribute and condition data.
- To develop stock condition surveys, approaches and programmes and oversee both internal and external surveyors.
- To monitor asset health, analyse performance data, and maintain accurate asset records (e.g., property details, condition surveys).
- To provide detailed information in relation to all aspects of the asset management data.
- To ensure the asset database is up to date, fully populated with all assets, is reconciled to the housing management system and regularly maintained.
- To support the delivery of the new build and stock reinvestment programmes through the provision of accurate and timely stock and property information.
- To assist in developing strategies for acquisitions, disposals, lease renewals, and maintenance to optimise asset lifecycle.
- To monitor asset condition, flag renewal/disposal needs, and support acquisition/disposal processes.
- Assist the Asset Manager in creating 30-year plans, 5-year programs, and yearly budgets for the £70m HRA Capital Budget.
- To support the Asset Manager in developing, implementing and monitoring the asset management strategy.
- To identify any exceptions in data and rectify.
- To contribute to budgeting, cashflow forecasting, valuations, and prepare reports for stakeholders.

- Generate reports for performance monitoring (KPIs), support strategic asset planning, and contribute to achieving financial and operational targets.
- To contribute to the establishment and implementation of guidelines and effective monitoring procedures.
- To support with the development and delivery of improvement projects to meet a defined objective to contribute to the continuous improvement of services.
- To work with internal teams (e.g., development, finance) and external parties (agents, surveyors, suppliers).
- Develop and implement new systems and modules to support and improve the management of stock data information including compliance and risk management modules.
- To identify and support implementation of approaches to ensure all properties in the HRA are fit for purpose and as a minimum meet their requirements under the Health and Safety legislation and relevant Lewisham Policies.
- To Assist the Assets Services team and wider SIAM team with project requirements as needed.
- Ensure adherence to legal, regulatory, and internal policies for asset management.
- To support in identifying zero carbon approaches in the councils' properties and support implementation of strategies to reduce the carbon footprint of the housing stock.
- Stay updated on market trends, new technologies, and best practices in asset management.
- To deliver training and ongoing support to individuals and teams in the use of the asset management systems.

Generic responsibilities

- To be a team player and help, as needed with any appropriate duties outside of this job description across the activities of SIAM.
- Take responsibility for personal learning and development, including completing e-learning, safeguarding training, and retrofit awareness modules.
- Uphold all relevant Council policies including Equality and Diversity, Data Protection, and Code of Conduct.
- Contribute to an effective and flexible working culture and participate in wider departmental and organisational projects where appropriate.

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

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| Able to learn and understand new concepts as well as apply new methods. | |
| Skills | (To Be Tested – T) |
| Skills can only be used as shortlisting criteria if the skill is to be tested | |
| Good interpersonal skills and a proven ability to communicate effectively at all levels. | S |
| Good conceptual and logical thinking and research and analytical skills including experience working with, analysing and reporting on large spatial and non-spatial datasets. | |
| Strong data interpretation and problem-solving abilities. | |
| Good standards of IT skills including MS office word, excel etc. | |
| Proficiency in MS Excel; knowledge of asset management software, databases, or financial modelling tools is a plus. | S |
| Possess strong IT capabilities in Microsoft packages. | |
| Good organisational and planning skills including the ability to effectively prioritise workload to meet timeframes. | |
| Good oral and written communication skills. | |
| Experience | |
| Work experience within the property sector and/or a customer facing role. Demonstrative knowledge of the application, principles, theory, and practice of the specialist area of responsibility. | S |
| Experience working with and managing asset management databases in a social housing organisation. | S |
| Experience in providing stock condition information to assist the planning of regeneration strategy. | |
| Experience in providing stock condition information to assist the planning of our stock reinvestments strategy, based on measures such as Decent Homes, asset lifecycles and HHSRS. | S |
| General Education | |
| Degree in Building, Building works or a similar discipline. | |
| A degree in a relevant field (e.g., finance, engineering, property, business, economics, data analysis/management). | |
| Recognised programme management qualifications. | |
| Health and Safety related qualifications (NEBOSH, IOSH). | |
| HNC Level OR previous experience in Building / Construction, Environmental Health / H&S or similar discipline. | |
| Personal Qualities | |
| Credible and professional persona. | |
| Physical | |
| Generally, candidates must meet the standard Lewisham requirements for the post | |

DBS Disclosure Required? No Basic Enhanced

(Tick as appropriate – guidance available from your HR Advisor)

