# ROLE PROFILE

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| **Job Title:** | Investment Data Lead | | **Reporting to:** | Investment Planning Manager |
| **Directorate:**  **Team:** | Customer Services  Investment Services | | **Location:** | Any location across the business |
| **Purpose of the role:** | | | | |
| To lead on strategic and tactical investment data management planning and implementation as well as ensuring consistency and quality of asset data, processes and data collection methods, seeking and bringing solutions in collaboration with colleagues within and outside the directorate. | | | | |
| **Key accountabilities and job content:** | | | | |
| * To fulfil the requirements as set out within the Tier 5 role profile. * Manage overall asset data, developing, prioritising and recommending initiatives to mine, collect, improve and build upon data and gain useful insight to support evidence-based decision making. * Accountable for developing the support model for the 30-year planned investment programme. Providing a structured, logical and output driven tool for the planning team. * Perform a range of analysis/commercial modelling to support ongoing work. * Produce robust, quality assured analysis to a range of stakeholders and able to articulate the data story. * Act as the link between the directorate and the central data team, working closely with colleagues to improve data quality and find efficiencies in expenditure through application of findings. * Ensure consistency of processes and usage, and champion best practices in data management. * Oversee data accuracy processes, goals and assessment. * Work with internal stakeholders to develop strategies for leveraging data to gain a deeper insight. * Responsible for user experience with data and reporting tools, assisting with reports and data extraction. * Educate to build colleague interest in the value of data and encourage learning of a wider skill set. * Format techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data. * Create procedures and processes to effectively monitor and analyse information and data systems and evaluate performance. * Troubleshoot data-related problems. * Work closely with Business Change to ensure data within the warehouse accurately reflects data held in Asset systems. * Produce data related MI, meaningful reports and deliver effective presentations based upon findings, recommendations and next steps | | | | |
| **Qualifications:** | | | | |
| * HNC/HND in a related subject matter and/or experience in a property related field. | | | | |
| **Knowledge, skills and experience:** | | | | |
| * Ability to work autonomously through a strong working knowledge of data legislation and regulatory requirements. * Proven skill in the identification of requirements, recording and analysis of data and information, and identification of a solution. * Strong grounding in core Microsoft Excel driven analysis and modelling through complex formula and/or macro techniques * Good understanding of SQL, or other relational database techniques * Good understanding of the link between data models and team and organisational objectives * The ability to use Power BI and to extract data into Excel for analysis * Can demonstrate a depth and breadth of understanding of budgets and expenditure. * Knowledge of housing repairs and maintenance or investment and asset management activities desirable. * Ability to interpret large volumes of data, using well developed computer skills and knowledge of Microsoft Office suite and database applications. * Strong verbal communication skills with ability to build relationships at all levels, along with other stakeholders external to the business including customers. | | | | |
| **Role requirements and demands:** | | | | |
| **Solving problems:** | | Problem solving that is of a specialist / technical nature and requires some research and the analysis of information or solutions. | | |
| **Making decisions:** | | Day to day, localised decision making that involves the interpretation and application of policies, procedures, guidelines and criteria to specific situations and can impact upon others. | | |
| **Communicating:** | | Provides information on complicated matters. Uses tailored communication skills in relation to specialist/technical issues where required. | | |
| **Financial responsibility:** | | None. | | |
| **People management responsibility:** | | None | | |

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| *For Reward Team use only* | |
| Version 1 | Sept 24 |