

## Role Profile

<b>Role Title:</b>	Data Analyst
<b>Department:</b>	Portfolio Management & Service Improvement
<b>Role Purpose:</b>	<p>To be responsible for Midland Hearts Stock Investment Keystone database and provide the Data Analysis for the forecasting of the business' long term stock investment plans and programmes over the next 5-30 years.</p> <p>Working within the Asset Management Surveying Team to execute targeted number of Stock conditions surveys required to maintain accurate stock data. Ensuring there is a continuous drive for accuracy of data and cost forecasts to assist in maintaining and improving of the Organisations Assets'.</p>
<b>Reporting to:</b>	Performance Reporting Manager
<b>Responsible for:</b>	NA
<b>Disclosure level:</b>	NA
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<p>Utilising Keystone asset management software, provide reports and data to enable accurate forecasting in relation to Midland Heart's stock investment programme over the next 5-30 years.</p> <p>Ensure that the stock condition data is maintained and that surveys are undertaken in a strategic and targeted manner by proactively engaging with Portfolio Management team.</p> <p>Support in the development and delivery of the Stock Condition Survey (SCS) Programme. Carry out period reviews of the format of data required and ensure identified problems are resolved.</p> <p>Input property data onto core business systems ensuring right first time and service levels are achieved at all times.</p> <p>Manage the Keystone asset management software system ensuring it is regularly updated and evaluate potential new keystone modules available to determine added value and</p>
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	<p>whether cost effective to implement.</p> <p>Lead on maintaining the Keystone Asset Management system, upgrades, attending user groups and training users.</p> <p>Ensuring EPC information is uploaded and liaising with the Surveying Team to ensure EPCs' are carried out for void properties.</p> <p>Develop a methodology for capturing data from all available sources across the organisation.</p> <p>Propose methods to enhance the stock condition data through system enhancements or modifications.</p> <p>Maintain an up to date knowledge of any new legislation relating to buildings or Eco specifications to uphold accurate and relevant stock condition data.</p> <p>Ensure all Surveys are compliant with Legislative requirement and best practices.</p> <p>Ability to formulate Business Objects/SQL reports to assist in monitoring of planned programmed outcomes.</p> <p>Provide detailed reports e.g. stock profile, Property attributes, components, SAP rating as required to assist in effective management of the organisations stock and assist in disposal decisions.</p>
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<p><b>Education, Qualifications and Training</b></p>	<p>HND/Degree level or equivalent and a significant experience in undertaking a Data Analyst role.</p>
<p><b>Knowledge and Experience</b></p>	<p>Knowledge of Accountancy practice including differentiation between revenue and capital streams and budgetary control.</p> <p>Knowledge of Component accounting practices in relation to buildings.</p> <p>Experience of providing excellent customer service at all times.</p> <p>Experience of Managing and motivating a team of staff.</p>

	<p>Excellent Excel and sound working knowledge of using Microsoft office packages and other databases and email.</p> <p>Commitment to continuous personal development and training.</p> <p>Having the ability to organise and prioritise own and others work load to ensure that deadlines are met.</p> <p>Have the ability to use Business Objects/SQL</p> <p>Excellent attention to detail.</p> <p>Experience of process improvement.</p>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<p>Demonstrates use of initiative.</p> <p>Ability to write coherent and concise reports.</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>