

Role Profile

Role Title:	Stock & Energy Efficiency Intelligence Manager
Department:	Property Investment
Role Purpose:	<ul style="list-style-type: none"> • To analyse and evaluate the energy efficiency and heat space performance data of our properties. • Support the improvement process to ensure compliance with all internal and external regulatory and corporate standards. • Work directly with the business to support the production of the cyclical and capital works planning or in support of bids to successfully secure financial funding. • Ensure completeness and accuracy of stock condition data is obtained and maintained.
Reporting to:	Head of Portfolio Management
Responsible for:	Stock Condition Surveyors, Data Analyst & Administration Officer (Asset Data)
Checks:	Basic DBS and Social Media Check
Role Level:	Frontline Manager

Key Role Responsibilities	<ul style="list-style-type: none"> • Ensure that the stock intelligence is collected and maintained and that surveys are undertaken in a strategic and targeted manner through collaborative working with others. • To be responsible for Midland Hearts Stock data and ensuring the provision of data analysis and integrity for the development of the business' long-term stock investment plans and programmes. • Support the delivery of stock intelligence to contribute towards business case development, budget considerations and grant funding opportunities. • Provide planning/scenario modelling to identify groups of suitable dwellings for energy or stock condition improvements to be undertaken. • Support the establishment of property portfolio investment programme and prioritisation in line with business requirements and assess the impact e.g. moving to different bands, specific renewable programs or finding properties which are eligible for funding. • To track and regularly report the impact, outcome and value for money (VFM) of all activities undertaken.
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	<ul style="list-style-type: none"> • Working in collaboration with key stakeholders to create robust recommendations based upon data analysis to bring our whole housing stock to agreed internal and external performance standards. • Manage the asset management software system ensuring it is regularly updated and evaluate potential solutions available. • Carry out data input, validation and analysis of energy performance and stock condition data in order to build reports relating to budget planning, carbon emissions, footprints and carbon neutrality. • Ensuring EPC information is uploaded and liaising with the Surveying Team to ensure EPCs' are carried out. • Champion the principles of energy efficiency and carbon offsetting, bringing inspiring innovative solutions to grow our service offering. • Maintain an up-to-date knowledge of any new legislation relating to buildings or Eco specifications to uphold accurate and relevant stock condition data. • Ensure all Surveys are compliant with Legislative requirement and best practices. • 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. • Provide leadership and / or contract management to internal colleagues and external suppliers.
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Education, Qualifications & Training	<ul style="list-style-type: none"> • HND/Degree level or equivalent.
Knowledge & Experience	<ul style="list-style-type: none"> • Significant experience of undertaking stock modelling and data analysis. • Knowledge of Accountancy practice including differentiation between revenue and capital streams and budgetary control. • Knowledge of Component accounting practices in relation to buildings. • Strong working knowledge of Business Intelligence Systems, Microsoft Excel and other Microsoft Office packages. • Awareness of standards and quality compliance requirements – including Decent Homes, PAS 2035:2019, Building Regulations • Experience of providing excellent customer service at all times. • Experience of managing and motivating a team of staff. • Experience of procuring and contract managing suppliers of services. • Experience of process improvement.

**Role Specific
Skills &
Behaviours**

- Demonstrates use of initiatives.
- Ability to write coherent and concise reports.
- Commitment to continuous personal development and training.
- The ability to organise and prioritise own and others workload to ensure that deadlines are met.
- Strong verbal and written communication skills to effectively share findings with key stakeholders.
- The ability to use Business Intelligence systems.
- Excellent accuracy and attention to detail when working with data.