**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**JOB DESCRIPTION**

**DIRECTORATE: PLACE AND PROSPERITY**

**SERVICE: HOUSING**

**POST: ASSET DATA & INFORMATION TECHNOLOGY SYSTEMS OFFICER**

**GRADE: SO**

**RESPONSIBLE TO: STRATEGIC HOUSING & DEVELOPMENT MANAGER**

**JOB SUMMARY**

*To support the delivery of an effective, efficient and compliant Repair and Maintenance service through the provision of housing stock data management. To support the implementation, development and effective use of housing IT systems and software to support the efficient running of the housing service.*

**MAIN DUTIES AND RESPONSIBILITIES**

To ensure the delivery of an effective and appropriate service to all service users, fairly and without discrimination**.**

To manage the input and maintenance of housing stock condition data, providing training and support for other team members.

To develop and manage systems for the delivery of services that ensure the safety of council-owned homes and communal facilities.

To manage and ensure the Councils Asset management system is maintained with accurate and up to date data.

To support the achievement of the Council’s Corporate Plan, observe Corporate Values and promote environmental sustainability.

Provide advice, information and attend meetings and training as required.

Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council’s aims and objectives and in accordance with the Council’s Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service’s budget and performance.

To adhere to and ensure the appropriate compliance with the Council’s Health & Safety Policy.

To support, promote and comply with the Equality, Diversity and Inclusion actions and requirements when undertaking the duties of this post.

To comply with the Employee Code of Conduct and Ethics Standards.

To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

## Specific responsibilities

To line manage the Systems Administration Officer.

To develop and manage processes and systems for the delivery of an annual stock condition survey regime.

To ensure that stock condition and asset data are refreshed, reviewed, and updated regularly.

To produce stock condition data reports that will inform:

* Annual and long-term major improvement works plans
* Stock options appraisal processes.

To lead to the creation of Housing IT specifications and implementation project support, including providing liaison, testing, bug fixing etc. for the replacement of Housing IT systems.

Identify risks and issues, document and escalate to appropriate stakeholders.

Prepare, update and maintain project documents such as Project Initiation Documents, RAID logs, Project Plans and Highlight Reports etc.

Carry out project tasks including;

* arranging resources for workshops and meetings,
* monitoring and chasing project tasks to update project plans
* producing meeting notes and actions
* liaison with project suppliers and internal stakeholders to progress project actions
* preparing reports and documentation to support project delivery

Undertake learning and development tasks including research on options and solutions, as required to support project delivery.

Carry out periodic system user focus groups and training to support the effective use of housing IT systems.

Collect housing system user requests, fault logs and training requirements and liaise with software providers as required.

To ensure that the ICT Security Policy and requirements to meet GDPR are fully complied with by projects and all internal and external project team members.

To provide training opportunities for all relevant staff regarding the Housing IT systems.

**Date issued: January 2025**

**Issued by: Head of Housing**