

Property Data Analyst.

Job purpose

Our Purpose is to invest in homes and relationships so people can thrive. We believe it is our customer's basic right to have a home that is safe, secure and warm. We won't compromise on ensuring our homes are all of this and more. We want to provide homes that customers are proud to live in, that work for them and their family and are the springboard they need to achieve their aspirations – not a barrier.

The Property Data Analyst will provide advanced IT support and technical knowledge of housing and data systems and ensure the most effective use of data to drive and monitor performance and provide assurance across the business. The role will also support the effective delivery of the stock condition survey and data collation programme.

Responsibilities

- Support the implementation of new modules within data systems ensuring they meet the business requirements of Bromford.
- Maintaining data integrity across the home investment and asset compliance function
- Upkeep of effective data to support future investment decisions, i.e. property disposal, home investment and regeneration
- Assist the Property Data Manager in producing 5 and 30 year planned investment programmes.
- Maintain and report on property energy data across Bromford assets
- Assist the Property Data Manager in the project management and implementation of data systems across the business.
- To lead testing work for new systems, modules, releases, interfaces, and other changes affecting asset systems.
- To provide training on asset systems ensure asset data is accessible and utilised effectively.
- To enable residents to access property asset information via the company website.
- To provide asset related information, advanced reports and financial forecasts to members of the Home Investment & Compliance function.
- To support the programme of stock condition surveys and associated system and provide IT support for handheld devices as required
- To carry out systems administration duties including user permissions, upgrades and IT support for the Property Investment systems.
- To ensure company assets are recorded and maintained on relevant asset data systems in line with the acquisitions and disposals procedures.
- Overview of asset and compliance information, ensuring the data we have is right and gives relevant business assurance and make suggestions on improvements and best practice for data capture.



Experience

- Specific in-depth knowledge of data management systems, with knowledge and awareness of the measures to ensure robust approach to asset planning and asset compliance.
- Experience of delivering an asset-based business support service.
- Experience of working with and implementing integrated application and data systems.

Qualifications

- Relevant IT qualification in respect of system and data management.
- Prince 2 Practitioner – Desirable.

Practical/Technical knowledge:

- A flexible working attitude with time and demonstrated reliability
- Extensive knowledge of system management and reporting.
- Confident in using emails and other applications, Excel etc.

You will also need:

- Be able to complete a Basic DBS check

Skills

- Customer Focus
- Service Improvement
- Communicates Effectively

What do we all have in common?

We all have a passion to perform well in our roles deliver the best outcomes for the customer and the business. We believe and live the Bromford DNA.

Be.Bold Because...people are counting on you

Almost every choice you make here has the power to change someone's life for the better. This is a big opportunity to make a real difference, we empower you to empower others by giving you the freedom to think for yourself, try new things and challenge convention.

Be.You Because...relationships are built on personality

Every single one of our customers is unique, and so are you! Being able to express yourself at work helps connect with people and perform better at your job. Life experience, interests and emotions are the bricks that build real relationships between customers and colleagues.

Be.Honest Because...we can learn from the truth

Life's better when we all do what we say and say what we do. Working in an open and honest environment gives you the freedom to get on with your job.

Be.Brilliant Because...you can thrive here

We give people the opportunity to create a brighter future for themselves. Whether it's by providing a safe and secure place to call home, or an inspiring and collaborative place to work.

