JOB DESCRIPTION

JOB TITLE	Data and Analytics Coordinator (Development and Asset Management)
Salary grade	4D – starting at £29,822
Hours	37
Department	Development and Asset Management
Responsible to	Programme Lead Asset Strategy and Development
Liaising with	SYHA Directors, Asset Management Group, Project Coordinators, LiveWell Senior Managers' Team, Finance staff, Performance Management, Property Services and Housing Services. External liaison with SYHA partners.

Main Purpose

Take lead responsibility for the maintenance of the Asset Register for SYHA, ensuring effective capture, storage, analysis and reporting of data for SYHA's assets. Implement systems and processes that enable SYHA to measure the impact of its assets, evidence their value, assess their financial sustainability and asses future options.

To coordinate and analyse development data to inform continuous improvement projects to improve the viability of new housing developments.

Work with colleagues and partners to identify and meet current and future data needs which lead to one truth. Provide performance information, dashboard reports, financial appraisals and other business intelligence to inform decision-making and drive excellent asset management.

Main tasks and responsibilities

1. Work with the Head of Development & Asset Management to kick start the LiveWell Asset Review.

2. Establish systems that provide management reports and other business intelligence in an accessible and visually appealing way so as to enable good decisions to be made.

3. Respond to requests from Asset Management Group to examine and extract data, presenting in a clear and understandable format.

4. Design and implement systems that provide business intelligence using multiple data sources in ways that enable asset managers and decision makers to do their jobs more effectively.

5. Maintain up-to-date knowledge of issues, trends, policy developments and legislation around data and its use.

6. Coordinate and oversee databases, data warehouses and other recording systems to ensure they are fully functional and meeting business needs. Advise on new systems, where required, and help construct a business case for investment.

7. Combine asset management and LiveWell data with other SYHA data sets and data sets from external sources to build up a detailed understanding of the performance of our assets.

8. Proactively undertake data analysis, identifying trends, patterns or correlations and communicating these insights in a way that drives action.

9. Monitor and quality assure the data that is collected. Highlight any data gaps and make recommendations around filling those gaps.

10. Lead projects to find new and innovative ways that data can be used to better manage our assets.

11. Work closely with colleagues from other SYHA Directorates, including Finance, LiveWell, Landlord Services and Computer Services, to share good practice, coordinate resources and ensure value-for-money.

12. Establish collaborations with Universities, public and private companies and regional and national centres of excellence to ensure SYHA benefits from the best data talent and expertise.

General

1. Work in accordance with SYHA's Health & Safety, Equality Diversity & Inclusion and other relevant corporate policies and contribute to developing these policies as necessary.

2. Take part in any training and development relevant to the post.

3. Attend meetings, conferences and events as a representative of SYHA.

4. Undertake any other duties appropriate to the grade and purpose of the job which may be determined by an agreement with the post-holder, management and the appropriate trade union.

5. To take part in any training course relevant to the post.

6. Undertake any additional tasks as reasonably required by your line manager.

7. To attend supervision and appraisal meetings as specified by the post holder's line manager and to take part in any training deemed relevant to the post.

CONDITIONS OF SERVICE

JOB TITLE	Data and Analytics Coordinator (Development and Asset Strategy)
Salary grade	4D – starting at £29,822
Hours	37 hours per week
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 additional SYHA days at Christmas, Easter, Spring and August Bank Holiday (pro rata if temporary or part time). The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more details please contact the HR Department.
Unions	SYHA recognises UNITE and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	This post does **not** attract essential car user allowance.
Car Parking	The post-holder will **not** be issued with a parking permit
Job Share	The post is open to job share.
Location	Wellington Street Office, Sheffield
No smoking	SYHA operates a no smoking policy within all our offices.

PERSON SPECIFICATION

JOB TITLE Data and Analytics Coordinator (Development and Asset Management)

Criteria	Essential
Impact on Others	1. Ability to communicate effectively with a wide range of people 2. Influencing skills – ability to lead and advise others 3. Ability to work as part of a team and share knowledge and experience
Motivation	4. Ability to work on own initiative and organise own workload 5. Efficient at working to deadlines 6. Ability to liaise effectively with people at all levels both internally and externally
Values	7. Demonstrable commitment to SYHA values and behaviours 8. Commitment to equality and diversity
Professional Know-how & Qualifications	9. Experience and technical knowledge to develop a data base of life cycle costs and property information that will be used by the Association to develop the Asset management strategy. 10. Excellent numeracy skills 11. Advanced IT and data skills 12. Knowledge and experience of data analysis and its practical applications in day-to-day.
Problem Solving	13. Ability to absorb high volumes of data / information and distil to key issues
Work Related Circumstances	14. Ability to use a wide range of IT packages such as Microsoft Word & Excel, Outlook, PowerPoint and Access.