



Technical Planning Officer

Level:	Grade 7
Team:	Property and Building Safety
Line Manager:	Assets Planning Manager
Responsible for:	None

About the Job

- Develop, issue, monitor and continually improve future planned and cyclical works programmes, ensuring compliance with the business plan, financial regulations, statutory requirements, procurement rules and the strategic vision of the organisation
- Support on the production, analysis and presentation of asset intelligence and exception reporting to support informed decision making on the Capital Investment Planning/Programming and wider asset management activity
- Maintain oversight of the integrity of component data stored within the Asset Management System (AMS) and ensure accurate, timely, and validated inputs into and out of the AMS for operational and strategic use
- Support the development and effective use of asset management systems, associated processes and reporting tools so that planned work, compliance activity and investment planning are evidence-based, efficient and auditable

You'll be trusted to

- Manage and improve asset systems by ensuring data and information standards are adopted to maintain integrity of all components
- Maintain accurate data and reporting by ensuring data is updated in the Asset Management Systems (AMS) in a timely manner
- Support and assist with asset planning including new assets and future investment needs
- Be a lead on exception reporting following completion of component replacement or capital work to ensure asset data is collated, validated and updated within the AMS in line with agreed standards
- Be part of the asset information and data operational group to drive process and any changes to ensure completeness of asset management information across all portfolios
- Contribute to monthly asset data validation and reconciliation exercises, ensuring that any anomalies and exceptions are addressed closed down and an auditable evidence trail is available
- Work with the Assets Planning Manager on the planning of future work, and other stakeholders to ensure the effective delivery of programmes of work as part of a multiskilled team

- To support the Assets Planning Manager on the effective delivery of the annual Stock Condition Survey (SCS) programme
- Analyse, validate and update asset data, produce reports and ensure data is accurate, complete and meets required standards to support decision-making and monitor asset compliance
- Ensure component information is accurate and up to date across various asset management systems
- Utilise data and information from various systems and teams – both qualitative and quantitative – and support the development of options appraisals and feasibility studies to inform future investment decision making
- Work with teams and stakeholders to maintain system performance, improve processes, and support integration of systems into a single effective platform
- Effectively manage workload and be responsible for problem solving and prioritisation of work whilst balancing competing demands
- Demonstrate analytical and reasoning abilities and an understanding of working systems to bring together efficient and effective changes for stronger operational performance
- Ensure data is accurate, secure, and compliant, including managing safeguards, backups and system testing and work in line with relevant policies and procedures to maintain records
- Keep asset information accurate and up to date through data cleansing, good record keeping and regular updates
- Handle sensitive data professionally and securely in line with GDPR and legal requirements
- Support the Assets Planning Manager to deliver service improvement, projects, contracts and any other team support requirements to help deliver wider asset management objectives
- Undertake any other duties commensurate with the overall purpose of the job and the grade

Who you'll work with:

Internal: All Vico Homes colleagues

External: Regulator of Social Housing, customers, contractors, consultants, local authorities, funding bodies

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 3 of the Qualifications and Credit Framework, such as A levels, Award, Certificate or Diploma in an IT or property related subject or equivalent	✓		AF/CQ
Effective time management and organisational skills with the ability to prioritise to achieve realistic targets, costs and time deadlines	✓		AF/I
Significant experience in the operation and analysis of large databases such as a housing management system	✓		AF/I
Effective leadership skills, using communication, negotiation and motivation	✓		AF/I
Good initiative, problem solving skills, self-motivated and able to work under pressure	✓		AF/I
Significant experience in a housing, asset or property management related field	✓		AF/I
Experience in computerised model development /IT product development	✓		AF/I
Experience in data management and processing	✓		AF/I
High standards of personal and professional integrity	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Ability to interpret and analyse large volumes of data, using advanced computer skills and knowledge of Microsoft Office suite and database applications, with the ability to present this coherently in written and verbal formats	✓		AF/I
A confident, independent and effective decision maker, able to work as part of a team and on own initiative	✓		AF/I
Commitment to continuous improvement and delivering the highest standards of customer service	✓		AF/I
Able to work effectively with colleagues at all levels within and outside the organisation	✓		I
Flexible in approach with a willingness to work outside normal office hours on occasion in order to meet the needs of the service	✓		I
Have or be prepared to work towards a professional qualification in Institute of Asset Management (IAM)		✓	AF/CQ
A detailed understanding of financial modelling and investment returns		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification