



# INTERIM ASSET DATA MANAGEMENT LEAD

## Recruitment pack

### Homes in Somerset

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**Penlea House Development**



**Woolavington Estate Walkabout**



**Carrots Farm Handover**



**Highbridge Estate Walkabout**



**West Bow House Customers**



**2024 Garden Competition**

## Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for an outstanding professional to join us at an exciting time.

We are looking for an Assets Data Management Lead to lead on data analysis, reporting and insights related to our housing stock and asset management. The role will play a key part in improving decision-making, enhancing operational efficiency and ensuring regulatory compliance through effective data governance.

The successful candidate will be joining an organisation committed to colleague engagement, where every colleague is valued and heard. We can offer you excellent professional development, training, and support to enable you to achieve your full potential.

If this role excites you and you are keen to join a passionate team of people working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role with our Chief Executive, Peter Hatch, please contact us by emailing [Jobs@homesinsomerset.org](mailto:Jobs@homesinsomerset.org).

We look forward to receiving your application.

With best wishes,

Julia Paling

Head of People & Communications

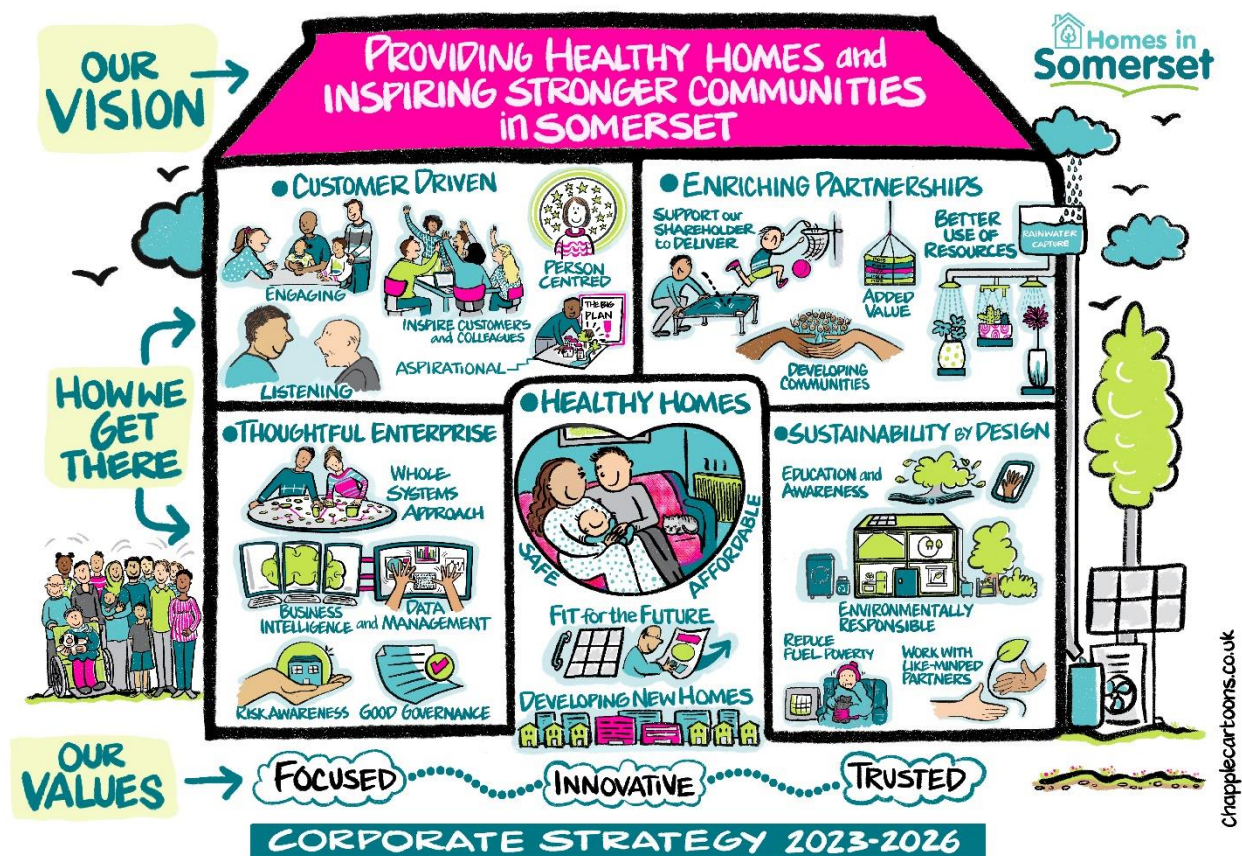


## About Homes in Somerset

Here at Homes in Somerset, our customers are at the heart of everything we do. We are one of the largest housing providers in Somerset, managing more than 4,000 properties on behalf of Somerset Council. We ensure good quality, safe homes are provided to the people who need them most.

We've recently been re-assessed an Investors in People Gold Award employer, and we've got big plans for the future.

## Our current strategy



**FOCUSED**

**INNOVATIVE**

**TRUSTED**

## Role Profile

Job Title: Interim Asset Data Management Lead (up to 12 months)

Salary: £43,693 - £46,731 (depending on experience and/or qualifications)

Annual Leave: 30 days per annum

## What's the role?

As the Asset Data Management Lead, you will own the quality, integrity and strategic use of all housing-asset data across our ALMO. You will develop and execute a data-governance framework to underpin our investment planning, compliance reporting and operational decision-making—ensuring that colleagues, partners and regulators can rely on accurate, timely asset information. You will lead a small team of data specialists and collaborate closely with IT, Asset Strategy, Compliance and Finance.

The post-holder will work collaboratively across the wider organisation and with colleagues at Somerset Council to enhance data quality, reporting, and systems integration. You will have very strong MS Office skills particularly Excel which must include advanced functions and formulas.

You will report to the Property Services, Investment & Sustainability Manager.

## What will I have to do?

Responsibilities will include

### Data Strategy & Governance

- Design a road-map for data maturity improvements (e.g. from manual spreadsheets to integrated asset-data platform).
- Develop a new Data Management Plan to ensure that robust data systems are embedded
- Provide data support for external audits and inspections.

### Data Quality & Systems Management

- Oversee the integrity of the central Asset Register, ensuring completeness of core fields (location, component specification, installation dates, EPC/SAP ratings, condition grades, lifecycle, servicing schedules) and analyse to identify trends, risks, and opportunities to improve performance.
- Support the optimisation of housing-specific systems, inclusive of upgrades, data migrations and interfaces.
- Implement automated validation routines and exception workflows to detect and resolve anomalies (duplication, missing values, date inconsistencies).

### Team Leader & Stakeholder Collaboration

- Line-manage a small team of asset-data analysts
- Promote a data-driven culture: deliver training, develop data-user guidelines and champion self-serve reporting.
- Liaise with Property Services, Compliance, Development and Finance to ensure asset information meets operational and regulatory needs (e.g. HHSRS, Regulator of Social Housing returns, Net Zero Targets) and to help support investment planning.
- Provide training and support to colleagues on the use of asset management systems and data reporting
- Support procurement and contract teams with data insights for asset investment and maintenance planning

### Reporting, Insight & Continuous Improvement

- Design and maintain standard and ad-hoc dashboards and reports (Power BI/Power Query) showing key KPIs: stock condition, component lifecycles, void rates, compliance status to monitor performance and support decision making.
- Design and maintain reporting tools to provide real-time insights to the Asset Management & Safety Team
- Support strategic projects (e.g. decarbonisation planning, stock rationalisation) with robust data-modelling and scenario analysis.
- Ensure that data integrity is maintained via a “three lines of defence” approach

## What do I need to be successful?

Required Skills & Experience:

### Essential

- Proven experience in business intelligence, Business analysis or asset management within a social housing environment
- **You will have very strong MS Office skills particularly Excel which must include advanced functions and formulas**
- Strong analytical skills with experience in data management tools (Power BI, Power Query and creation of dynamic dashboards etc.) and SQL
- Knowledge of asset management principles in housing, including stock condition, planned maintenance and compliance
- Understanding of regulatory frameworks and compliance in the social housing sector
- Excellent communication and stakeholder engagement skills.
- Ability to translate complex data into meaningful insights for non-technical audiences
- Experience of leading a small team
- Excellent attention to detail and ability to identify and correct data inconsistencies
- Strong analytical and problem-solving skills
- Ability to communicate complex data in a clear and accessible way
- Ability to work independently and manage multiple priorities

**Desirable**

- Ability to produce option appraisal & NPV viabilities studies, evaluate stock condition and feed into 5- & 30-year plans
- Knowledge of predictive analytics
- Knowledge of asset management systems (e.g. PIMSS, Keystone or similar)
- Experience working within an ALMO, Local Authority or another social landlord
- Understanding of building components and lifecycle planning
- Experience of data migration projects
- A relevant qualification in Data Management or Business Intelligence (or equivalent work experience).
- Training or certification in data analytics, Power BI or SQL

## What we offer

We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.



- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether working at home or in the office. We also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme where we will contribute 19.9% of your salary.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- If your role requires a certain amount of travel, you will receive a car allowance.
- Access to discounts for sport, leisure, and entertainment activities.



## Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	Tuesday, 13 May 2025
Closing date	Monday, 26 May 2025
Shortlisting	Tuesday, 27 May 2025
Formal interviews	Wednesday, 4 June 2025

## How to Apply

To apply, please visit the vacancies section on [our website \(www.homesinsomerset.org\)](http://www.homesinsomerset.org) Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references, a DBS check and access to a vehicle for work purposes.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square, Bridgwater, TA6 3AR

The closing date for applications is **Monday, 26 May 2025**.