

Role Profile

Role Title: Asset Intelligence Officer**Business Area: Asset Data Team****Department/Team: Strategic Asset Management****Reports to: Asset Intelligence Manager****Dimensions Process improvement, data quality, reporting, analysis, and support****Created/Reviewed date: April 2026****Role Purpose**

To support the Strategic Asset Data team in maintaining accurate, reliable, and accessible asset data across core systems including the Asset Management System (AMS), Geospatial Information System (GIS), Building Information Modelling (BIM), and SharePoint-based solutions.

The role will combine data analysis with business analysis activities to help understand how asset data is created, managed, and used across the organisation. By supporting process improvements and promoting effective data management practices, the Asset Intelligence Officer will help ensure asset data is fit for purpose and supports operational and strategic decision-making, including investment planning, compliance, and service delivery.

Working collaboratively with colleagues, the role will contribute to continuous improvement initiatives and provide meaningful insight to support business objectives.

Key Accountabilities

- Support the maintenance and ongoing improvement of asset data within the AMS and related systems, including SharePoint lists and associated workflows.
- Assist in documenting current (“as-is”) processes relating to asset data collection, input, and management, working with colleagues across the business to understand how data flows between teams and systems.
- Support the identification of opportunities to improve processes (“to-be”), helping to streamline data capture, reduce duplication, and improve data quality.
- Provide guidance and support to colleagues inputting asset data, promoting good data management practices, and helping to ensure accuracy at the point of entry.
- Monitor data quality through routine checks and validation activities across multiple systems, highlighting inconsistencies and working with relevant teams to resolve issues.
- Support the administration and development of SharePoint lists used for asset data collection and tracking, including maintaining list structures, views, and basic automations (e.g. Power Automate flows where applicable).
- Work with system and data owners to support the integration and alignment of data between systems, ensuring consistency and accuracy of asset information.
- Engage with stakeholders to gather requirements for data, reporting, and process improvements, translating business needs into clear data or reporting outputs.
- Produce regular and ad hoc reports, dashboards, and analysis (e.g. using Excel and Power BI) to support operational and strategic decision-making.
- Analyse data from multiple sources to identify trends, gaps, and performance issues, providing insight and recommendations for improvement.

Role Profile

- Support compliance, regulatory, and performance reporting by ensuring data is accurate, complete, and auditable.
- Respond to routine data and information requests from across the business in a timely and accurate manner.
- Contribute to continuous improvement initiatives by identifying opportunities to enhance data quality, systems, and processes.
- Support project work by providing data analysis, assisting with requirements gathering, and helping to track progress through data.
- Escalate more complex data issues, risks, or system challenges to senior colleagues where appropriate.

Experience and Qualifications

- Good working knowledge of Microsoft Excel, including data manipulation and analysis techniques.
- Experience working with data in a business environment, ideally within social housing, asset management, or a similar sector.
- Awareness of Asset Management Systems (e.g. Keystone, Promaster, Codeman, PIMSS) is desirable.
- Experience or exposure to business analysis activities, such as process mapping, requirements gathering, or process improvement.
- Understanding of reporting and visualisation tools such as Power BI or similar.
- Basic knowledge of SQL or data querying (desirable but not essential).
- Familiarity with SharePoint, particularly SharePoint Lists, including managing list data, creating views, and supporting simple automations (e.g. Power Automate) (desirable but not essential).
- Good IT skills, including Microsoft Office applications.
- Strong attention to detail with the ability to work with large and complex datasets.
- Good analytical and problem-solving skills, with the ability to identify trends and data issues.
- Effective communication skills, with the ability to explain data and processes clearly to a range of audiences.
- Ability to build positive working relationships and collaborate across teams.
- Willingness to learn and develop technical, analytical, and business analysis skills.

General

- Promote and maintain an active approach to health and safety, in respect of yourself, colleagues and customers.
- Ensure that the Aster Group Equality & Diversity Policy is fully implemented at all times.
- Comply with the requirements of the Aster Group Data Protection, Privacy & Confidentiality Policy, the IT Security & Usage Policy and supporting Data Protection Framework insofar as they relate to the duties of the role.
- This role profile is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.