Salvation Army Homes

JOB DESCRIPTION

Job Title:	Asset Data Administrator
Service / Department:	Asset Management
Reports To:	Asset Data Manager
Responsible For:	N/A
DBS Check:	N/A

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

To maintain and update accurate records of all asset-related data, supporting the effective management of property portfolios, planned maintenance, and compliance. The role ensures the integrity and quality of data held in asset management systems to inform decision-making and meet statutory obligations.

The role will be a hybrid role.

Main Duties and Responsibilities:

- Maintain and update asset databases (e.g., housing stock condition, component lifecycles, repair history and mechanical surveys)

- Input and validate data from surveys, inspections, and contractor returns.

- Support the development and delivery of planned maintenance and investment programmes using accurate asset data.

- Identify and correct data inconsistencies, errors, or gaps to ensure high data quality and integrity.

- Liaise with surveyors, contractors, and internal teams to ensure timely data submission and updates.

- Generate reports and data extracts for internal use and external compliance reporting (e.g., housing regulators, board reports).

- Assist with uploading and managing documents, drawings, and compliance certificates.

- Support the implementation and continuous improvement of asset management systems (e.g., Asprey, Rubixx).

- Ensure data complies with GDPR and internal data governance policies.

Related Activities:

- To participate in essential training, role related training and to work in accordance with all relevant Salvation Army Homes regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.

- To fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- To fully align with Salvation Army Homes values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

Qualifications and Memberships:

Though not essential, the following membership / qualifications or equivalent level experience would be beneficial in this role:

- Previous experience in an asset management support role which included duties such as data entry, or administrative.

Aptitudes and Abilities:

- Proactive and self-motivated with a can-do attitude
- Ability to work independently and manage multiple priorities
- Excellent organisational skills
- Confident and capable communicator with the ability to inspire, engage and challenge, whilst liaising with colleagues and stakeholders.
- Ability to use a computer, eg Microsoft packages and capacity to successfully navigate support packages used by Salvation Army Homes
- High attention to detail and accuracy in data input and reporting
- Identify and understand the needs of the team and proactively seek to clarify information where necessary.
- Able to research issues and provide solutions and/or suggest alternatives
- Capable of building relationships and engaging with the Asset Management team

Experience and Interests:

- Previous experience in using Microsoft Office, particularly Microsoft Excel.

- Previous experience in using asset data management systems

- Knowledge of property/asset management in social housing or local government.

- Previous experience of managing data in compliance areas such as gas, fire, asbestos.

- Strong understanding of compliance areas such as gas, fire, asbestos, and building component data.

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our

Salvation Army Homes

values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	**Servant Leadership** — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	**Passion** — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	**Inclusion** — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	**Respect** —we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	**Empowerment** — we have trust	Have we given the right context to our message? Has our communication been story-driven?