

Role Profile

Role Title: Technical Administrator – Active Disposals Programme

Business Area: Development

Department/Team: Strategic Asset Appraisal Team

Reports to: Project Manager - Active Disposals Programme

Direct Reports and span of control: None

Dimensions (budget holder, level of contract/systems etc responsibility): N/A

Created/Reviewed date: September 2024

Role Purpose

To provide administrative support to the Project Manager and Coordinator following the identification of underperforming assets and assisting with the delivery of suitable investment strategies, including disposals, conversion, refurbishments and reinvestments.

Key Accountabilities

- Provide administrative support to the Options Appraisal Team through daily data management, this includes activities such as electronic filing, distribution of documents, scheduling of team meetings and away days, invoice processing and general house-keeping duties.
- Responsible for organising team meetings, including the booking of venues, distribution of meeting documents, updating agendas and minute taking.
- Assist the Project Manager and Coordinator with the collation of project data, including housing management and financial information.
- Assist in the preparation and maintenance of the active disposals programme; creating project entries within the programme, updating project progress and assist in monitoring of the programme for reporting purposes.
- Assist the Project Coordinator with monthly and quarterly financial reports; this includes data entry for the value for money log and quarterly disposal notifications returns.
- Carry out regular market research and analysis to support informed investment decisions and ensure the group is achieving the maximum financial return on its assets.
- Assist with the maintenance of databases and associated systems within the team; develop, create and produce data reports as instructed and required by the Project Manager and Coordinator.
- Provide administrative and secretarial support to the Head of Asset Appraisals and Assistant Director.

Role Profile

- Respond appropriately to colleague and customer queries and concerns; ensuring customer satisfaction with the team is maintained.
- Take responsibility for own personal development, keeping up to date with changes in legislation, best practice and other developments across Asset Management, which affect the business.
- Undertake other duties and responsibilities that may be required from time to time by the Options Appraisal Programme Manager, Head of Asset Appraisals and Assistant Director
- Ensure a high level of customer service is delivered throughout the department.

Experience and Qualifications

- Educated to GCSE Standard (or equivalent), including English and Maths.
- Some administrative experience in a commercial business environment would be desirable but not essential as full training will be provided
- Knowledge and experience of Microsoft systems would be beneficial.
- Ability to demonstrate a high level of customer service in all undertakings
- Ability to follow simple instructions, organise and plan daily workload to known deadlines and project requirements.
- Ability to work within a team environment, developing strong and productive internal and external relationships with colleagues and stakeholders.
- Full driving licence is desirable as some travelling between offices is required.