

Role Profile

Role Title: Data Specification Specialist

Company: Aster Group Customer Service

Directorate: Customer Service Central

Department/Team: Home Strategy & Sustainability Team

Reports To: Head of Asset Information

Direct Reports: None

Dimensions (budget, people span of control): n/a

Last updated: March 2025

Role Purpose

The Data Specification Specialist will play a pivotal role in ensuring the quality, consistency, and integrity of data related to physical assets and components, within Aster Group. This position will involve developing, implementing, and maintaining robust data specifications, standards, and governance frameworks to support strategic decision-making, asset management, and compliance initiatives.

Key Accountabilities

The role will oversee data migration and integration projects to ensure seamless transfer and consolidation of data. The role will develop data mapping and transformation rules to maintain data integrity during migration.

The Data Specification Specialist will be the first point of contact in updating data requirements for Assets and components within Aster Group. The changes this role will make will facilitate system change and enable users to manage assets and components through their lifecycles. Contributing to the controlling of risk within the business meeting regulatory and safety requirements whilst delivering commercial value all with a focus on delivery for customers.

Data Specification Development:

- Develop comprehensive data specifications, including data definitions, formats, quality standards, and validation rules for physical asset data.
- Collaborate with stakeholders across the organization to identify data requirements and ensure alignment with business objectives.
- Maintain a centralized repository of data specifications and documentation.

Data Governance:

- Establish and oversee data governance policies, procedures, and standards to ensure data quality, integrity, and security.
- Implement data quality assurance measures, including data cleansing, validation, and reconciliation processes.
- Monitor adherence to data standards and guidelines and take corrective actions as needed.

Role Profile

Data Modelling:

- Develop and maintain data models that accurately represent the structure and relationships of physical asset data.
- Work with data architects and analysts to ensure data consistency and alignment with enterprise data architecture.

Influence

The holder of the role will collaborate with business users, IT teams, and external stakeholders to gather requirements, address concerns, and ensure effective communication. They will also facilitate workshops and meetings to promote data awareness and adoption of data standards.

Resources Management

There is no direct line management at this time, but thought leadership and leading cultural change within Aster Group will be key requirements of digital transformation and the data improvement work required to underpin it.

The Data Specification Specialist will be required to work and coordinate with incumbent and future third-party system suppliers to enable and implement data specification change. This will also include liaising with internal IT staff in embedding associated processes and technology.

The role will create and manage metadata repositories to provide comprehensive information about data elements, their sources, and usage whilst developing metadata standards and guidelines to ensure consistency and accuracy.

Experience and Qualifications

Essential

- Proven experience in data management, data governance, or data quality roles, preferably within the housing or construction industry.
- Strong understanding of data modelling, data warehousing, and data analytics concepts.
- Proficiency in data management tools and technologies (e.g., SQL, Python, data visualization tools).
- Knowledge of industry-specific standards and regulations related to physical asset data (e.g., ISO, PAS).
- Excellent analytical, problem-solving, and communication skills.
- Ability to work independently and as part of a team.
- A level, or equivalent, in relevant subjects
- Good interpersonal and analytical skills.
- Experience of information management, governance, and assurance frameworks.
- Experience of working with stakeholders to understand their requirements.
- Excellent data and risk analysis, report writing and presentation skills.

Desirable

- Degree, or equivalent, in computer science, engineering or other relevant discipline.
- Experience of Master Data Management approaches and methodologies.

Role Profile

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.
- If the role is a people leader, they will conduct suitable and sufficient risk assessments (including stress assessments) for their area of operations, record the findings and reduce risk to an acceptable level.
- 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.

Internal use only

Role code	Version	Created/last updated (month/year)	Author