



JOB DESCRIPTION

Job Title

Asset Data Officer / Asset Data Intern (Devolution Programme)

Appointment to either role will be based upon the successful candidate's qualifications, experience and ability to meet the Person Specification.

Department

Development / Finance & Resources Directorate

Grade

Officer: LC3 35-46 (£28,059 - £35,588)

Intern: LC2 15-25 (£18,258 - £22,112)

Hours

22.5 hours per week

Contract

Fixed Term – 6 months (with review)

DESIGNATION

Responsible to

Devolution Programme Manager, reporting to the CEO/Town Clerk

Other Relationships

- Director of Community Services / Deputy Town Clerk
- Director of Finance & Resources
- Senior Development Officer
- North Somerset Council officers
- External partners and contractors where appropriate

JOB PURPOSE

To support the successful delivery of Weston-super-Mare Town Council's Devolution Programme by developing, maintaining and improving the Council's asset information and associated data systems.

The postholder will consolidate asset information held across multiple systems, improve the Council's Asset Register, support mapping and data visualisation, and contribute towards developing a coordinated and future-ready approach to asset management.

The role will support operational service delivery, evidence-based decision making and the Council's wider digital transformation programme by ensuring that asset information is accurate, consistent and readily accessible.

Where appointed as an Intern, the postholder will work under appropriate supervision and receive development opportunities whilst contributing to the successful delivery of the programme.

OVERVIEW

Weston-super-Mare Town Council is delivering an ambitious Devolution Programme involving the transfer of assets and services from North Somerset Council.

The Council's asset portfolio is growing significantly and includes public open spaces, play areas, recreation grounds, allotments, buildings, cemeteries and public realm infrastructure.

Asset information is currently held across several systems including Asset Registers, Pear Technology, PSS Live and partner datasets. This role has been established to consolidate, improve and modernise this information to support future service delivery and the Council's planned digital transformation.

The role forms part of a pilot project to establish a more strategic and integrated approach to asset management across the organisation.

MAIN DUTIES AND RESPONSIBILITIES

Asset Data Management

- Collect, collate and validate asset information from multiple internal and external sources.
- Maintain and improve the Town Council's Asset Register.
- Develop consistent standards for asset information.
- Identify missing, duplicated or inconsistent asset data.
- Support creation of a single, reliable source of asset information.

Mapping and GIS

- Support the maintenance and development of mapping information.

- Assist with GIS and spatial data management.
- Produce mapping information to support reports and operational decision making.
- Explore opportunities to improve mapping capability and integration.

Systems Review

- Review existing asset information systems including Pear Technology, PSS Live, spreadsheets and partner datasets.
- Identify opportunities for improved integration.
- Assist with preparing asset data for future Microsoft 365, SharePoint and other digital systems.
- Support future implementation of cloud-based asset management solutions.

Devolution Programme Support

- Assist with gathering, validating and analysing asset information relating to transferred assets.
- Prepare reports, schedules, maps and supporting information.
- Support project delivery across the wider Devolution Programme.
- Contribute to the development of future asset management processes.

Collaboration

- Work collaboratively with officers across all Council departments.
- Liaise with North Somerset Council and other partner organisations where appropriate.
- Support cross-service projects involving asset information.
- Promote consistent approaches to asset information management.

General Responsibilities

- Comply with all Weston-super-Mare Town Council policies and procedures.
- Maintain confidentiality and comply with GDPR and Information Governance requirements.
- Participate in training and continuous professional development.
- Attend meetings as required.
- Undertake any other duties commensurate with the grade as reasonably requested by the Devolution Programme Manager or CEO/Town Clerk.

PHYSICAL DEMANDS

- Predominantly office based.
- Extensive use of computer equipment.
- Occasional visits to Council sites and assets.
- Occasional manual handling of plans, drawings or survey information.
- Ability to travel across Weston-super-Mare when required.

WORKING CONDITIONS

- Office based with occasional site visits.
- Frequent use of Display Screen Equipment.
- Hybrid working may be available in accordance with Council policy.
- Some flexibility in working hours may occasionally be required to meet operational priorities.

SELECTION CRITERIA / PERSON SPECIFICATION

Education, Qualifications and Knowledge

Essential

- Good standard of education.
- Excellent IT skills including Microsoft Office and Excel.
- Good written and verbal communication skills.
- Ability to analyse and interpret information.
- Strong organisational skills.
- Excellent attention to detail.
- Ability to work independently and as part of a team.
- Understanding of confidentiality and GDPR.

Desirable (Officer)

- Degree or equivalent qualification in Geography, GIS, Asset Management, Environmental Management, Planning, Data Management, Information Systems or similar.
- Experience of asset management.
- Experience of GIS or mapping systems.
- Experience of database management.
- Knowledge of local government.

- Experience of Microsoft 365 and SharePoint.
- Experience of Pear Technology, Earthlight or similar GIS systems.

Desirable (Intern)

- Working towards or recently completed a relevant degree.
 - Demonstrable interest in GIS, mapping, data management or asset management.
 - Experience gained through university projects, placements or voluntary work.
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Personal Qualities and Attributes

Essential

- Professional and approachable.
- Highly organised.
- Analytical thinker.
- Self-motivated.
- Proactive.
- Excellent attention to detail.
- Good problem-solving skills.
- Willingness to learn.
- Flexible approach to work.
- Able to prioritise competing demands.
- Committed to continuous improvement.
- Able to maintain confidentiality.

Conditions to Note

- Fixed-term appointment for six months.
- 22.5 hours per week.
- Subject to satisfactory references and right-to-work checks.
- Based at Weston-super-Mare Town Council offices with occasional site visits.
- Appointment may be made at either Asset Data Officer or Asset Data Intern level depending upon the successful candidate's qualifications, skills and experience.
- The role forms part of a pilot project supporting the Council's Devolution Programme and future asset management arrangements.