**EXETER CITY COUNCIL**

**Job Description**

**JOB TITLE :** Database Officer

**GRADE :** F

**POST NO :** 3453

**SERVICE :** Housing

**UNIT :** Housing Assets

**REPORTS TO :** Planned Repairs Lead/Asset Management Lead

**RESPONSIBILE FOR :** N/A

**LIAISON WITH :** Elected Members

Staff throughout the Council

Contractors and other external agencies in the public and private sectors

Council tenants & the general public

**PURPOSE OF JOB**

To Support the Stock Condition/ EPC co-ordinator and Planned / Reactive Repairs Surveyors in the collection, management and validation of Stock condition data, HHSRS and Energy Data and performance certificates

**MAIN ACTIVITIES**

1. Support the Stock Condition/ EPC Co-ordinator in the organisation and provision of a comprehensive programme of stock condition surveys of the Councils housing stock on a rolling 5 year programme including the collection, management and validation of Stock condition data, HHSRS and Energy Data
2. Co-ordinate all energy surveys so that they are completed and energy performance certificates are issued
3. Assist in the management of the asset database including the collation and production of reports
4. Manage the data and provide reports on the decent homes status information
5. To support and make a positive contribution to the work of the Housing Asset Team in delivering a high quality tenancy service, working within a positive ‘can do’ culture
6. To provide a range of technical and administrative support services for the Housing Asset Team
7. Process invoices in conjunction with the provision of Energy Performance Certificates
8. Process invoices in conjunction with the provision of Energy Performance Certificates
9. Work in conjunction with the Stock Condition Surveyor to arrange appointments for surveyors and contacting tenants by appropriate methods including mail merges and letter drops
10. Support in the co-ordination of the Planned and Re-active repairs team to collect and improve the accuracy of Stock Condition and Energy Data

**DATE LAST UPDATED:** December 2019