

**JOB PROFILE:** Asset Investment Administrator

**RESPONSIBLE TO:** Head of Asset Investment

**RESPONSIBLE FOR:** Nil Staff

**PURPOSE:**

To provide general administrative support to the Head of Asset Investment, including but not limited to, work relating to stock condition and energy performance data, investment planning, property appraisal, carbon reduction, grant funding applications, regulator queries and statutory returns, strategy and maintenance policy development.

To provide the highest standard of customer care to Teign Housing’s tenants and customers.

To ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with Teign Housing’s policies and procedures.

**KEY ACHIEVEMENT AREAS:**

1. Focussing on a high-quality service provision for our customers, that demonstrates value for money whilst ensuring that services, information, support, and advice are supplied in ways that meet customer needs and aspirations.

2. Assist with ensuring the organisation maintains up to date and relevant data on the housing stock.

3. Assist with all aspects of asset management such as investment planning and appraisals, strategy and maintenance policy development.

4. Monitoring and review of action and delivery plans to ensure delivery of agreed objectives and targets.

5. Assist with reports relating to action and delivery plans, changes in legislation, and good practice matters.

6. Manage queries from customers, colleagues, or other external companies or organisations diligently and professionally.

7. Raise orders and process invoices.

8. Meeting administration - organise, attend, record, and distribute minutes.

9. Support the development of information software/systems.

10. Ensure that Teign’s Equality & Diversity Strategy is fully and always implemented, demonstrating commitment to diversity and inclusion in all aspects of the team’s work.

|  |  |
| --- | --- |
|  |  |
| No job profile can cover every issue, which may arise within the post at various times and the jobholder is expected to carry out other duties requested from time to time. |

Signed by Post Holder: …………………………………………………………………..

Print Name:………….…………………………………………………………………..

Date: …………………………………………………………………………………………