



# Property Data Officer

## Applicant Information Pack



**We build homes, create communities and transform lives**

# Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



[unitedwelsh.com/contact](https://unitedwelsh.com/contact)



[tellmemore@unitedwelsh.com](mailto:tellmemore@unitedwelsh.com)



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# About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

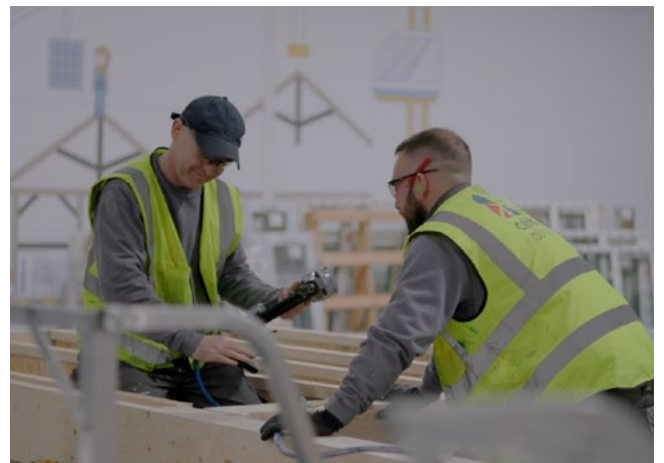
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



# About Us

**United Welsh**

**Celtic Horizons  
Ltd**

**Harmoni  
Homes Ltd**  
Developing homes for  
United Welsh

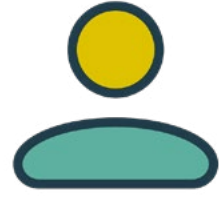
**Celtic  
Horizons**  
Asset  
Management

**Celtic  
Offsite**  
Timber frame  
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



# Job Profile



## Property Data Officer

**Reporting to**  
Senior Property Officer

### Broad purpose of the post

We have an exciting opportunity to join our Asset Management and Sustainability team as a Data Property Officer.

Our Asset Management team make sure that we invest efficiently and effectively in improving and maintaining the homes we own, and commission and monitor our contracting partners who deliver around £20m of works each year.

This role involves maintaining and developing the team's database, helping to enable the development, procurement, monitoring and review of asset investment programmes.

You'll obtain and maintain data relating to new build handovers, stock condition, Welsh Housing Quality Standards (WHQS), retrofit surveys, decarbonisation and building safety works and more.

You'll also oversee the process of data collection related to recovering Feed In Tariff from around 950 legacy PV systems and maximising this income stream by ensuring records are kept up to date between the agencies involved.

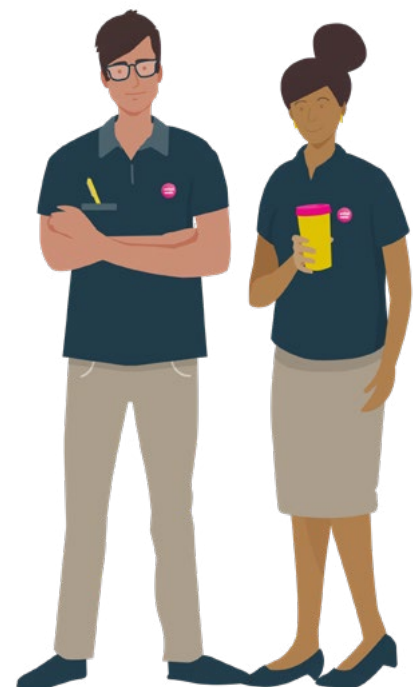
If you have excellent project management skills and are highly organised, we'd love to hear from you.

- Permanent
- Full time, 35 hours
- £36,843.16
- Closes Tuesday 7th January 2025
- Interviews 20th-22nd January 2025

# Key Accountabilities



- Collect, validate, input, manipulate, extract and analyse asset data to inform the planning, design, commissioning and managing of ongoing programmes of survey and investment work
- Work with Celtic Horizons to obtain stock condition and component renewal data and ensure the information is loaded into our systems in a timely and accurate manner
- Provide programme scenarios from asset management databases and assist in the effective planning of asset investment programmes which ensure properties are maintained to the Welsh Housing Quality Standard
- Assist in producing asset information reports in a variety of formats for other areas of the business as required
- Assist in administrative duties in support of invoice processing, project coordination and subcontractor application for payment reviews undertaken by the Asset Management team



# Personal Requirements

## Essential

- Good numeracy skills and demonstrable ability to use spreadsheet applications effectively to produce meaningful, evidence-based reports
- Ability to demonstrate a strong partnership working approach with internal and external stakeholders, underpinned by the organisation's values, and an appreciation of the need for collaborative working for effective delivery
- Well-developed project management skills, in particular as they apply to construction and maintenance related activity
- A broad understanding of the work of social housing providers

## Desirable

- Knowledge and familiarity with asset management databases and how they support asset management strategies
- A working knowledge of Welsh Government social housing policy initiatives and legislation
- An understanding of sustainability and the move toward low carbon/zero carbon initiatives in relation to the built environment
- Direct experience of working for or with a social housing provider

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.



# Terms and Conditions

## Current Salary

Total salary is **£36,843.16** per annum.

## Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

## SimplyHealth

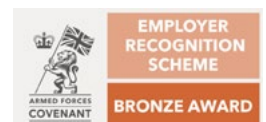
While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

## Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

# Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in **'Can Do'** days, giving back to the communities where we work
- A half a day's leave under the **'School Starter Scheme'**
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- Membership to our **SimplyHealth** healthcare plan
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



# How to apply

To apply, please send a copy of your **CV and cover letter** to [jobs@unitedwelsh.com](mailto:jobs@unitedwelsh.com). In the cover letter, please outline why you believe you would be successful in this role based on your experience and on the essential/desirable criteria in the job description, in no more than 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

**Closes:** Tuesday 7th January 2025

**Interviews:** 20th-22nd January 2025

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with United Welsh Group, you can find our Privacy Notices [here](#).



[www.unitedwelsh.com](http://www.unitedwelsh.com)

