GLPC Job Description

	Job Title	**Asset Data & Valuation Project Lead**
	Directorate	Neighbourhoods and Regeneration
	Department	Property and Assets
	Grade	PO6
	Reports to	Head of Property
	Staffing Responsibility	1 x Apprentice

Job Purpose:

- Lead/assist a focused, time-bound programme to repair, standardise and future-proof the Council's fixed asset (CIPFA) register and supporting property data, so annual asset valuations are delivered on time, on standard, and with a robust audit trail.
- Developing knowledge of local authority accounting (CIPFA Code), RICS Red Book valuation, data governance and change delivery, create a single source of truth for land & buildings (incl. UPRNs (Unique Property Reference Numbers), addresses, tenure, use, components, valuation bases) and embed processes that keep it accurate via the Data Systems Project.
- Undertake the detailed data discovery, cleansing, reconciliation, and evidence gathering needed to repair and maintain the Council's CIPFA fixed asset register and supporting datasets (addresses, UPRNs, tenure, areas, use, plans, valuation attributes), so that annual valuations and audits can be completed accurately and on time.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. Plan and deliver the asset-data remediation project; define scope, milestones, RAID log (risk, assumption, issue, dependency/decision) and success measures aligned to next year's statutory valuation timetable.
8. Collate data from the property terrier/CAFM (Computer Aided Facilities Management), LLPG (Local Land and Property Gazatteer) / GIS (Geographical Information Systems), deeds/land registry, legacy spreadsheets and service inventories; identify and log gaps and anomalies.

9. Apply the agreed data dictionary and business rules; standardise addresses to LLPG, assign UPRNs, fix duplicates, close gaps; maintain a full audit trail of changes.
10. Match assets across systems to the Finance FA ledger; investigate and resolve mismatches (codes, locations, components, status).
11. Assemble plans, photos, floor areas, condition notes, lease summaries and historic valuations required for valuation instructions and audit.
12. Define and implement the asset data model, data dictionary and business rules (e.g., mandatory fields, address and UPRN standards via LLPG, ownership, use, valuation basis, componentisation, impairment, reclassification).
13. Liaise with service managers across the Council to verify asset details and use; provide guidance and simple how-to notes.
14. Provide progress reports, valuation working papers and evidence packs; respond to external audit queries; ensure retention & versioning meets information governance requirements. Maintain progress trackers and dashboards; produce clear summaries for the Lead, Finance, Audit and the Valuer.
15. Coordinate Property, Finance, Audit, Services, GIS/LLPG and external valuers; provide clear guidance and training materials; chair a fortnightly data board.
16. Design and embed policies, workflows and controls for additions, disposals, reclassifications, revaluations, impairments and component changes; align with Finance year-end close and audit deliverables.
17. Direct the structured cleanse and reconciliation of the CIPFA asset register with the property terrier/CAFM, LLPG/GIS and Finance FA ledger; resolve duplicates, gaps and conflicts; establish lineage and controls.
18. Produce a complete, instruction-ready valuation pack (asset lists by class, floor areas, plans, assumptions, previous values, BCIS indices, condition, lease data), agree scope with internal/external valuers, and maintain a transparent audit trail.
19. In collaboration with Finance, ensure data supports the CIPFA Code of Practice on Local Authority Accounting and IFRS (International Finance Reporting Standards) requirements (e.g., IFRS 13 Fair Value, IAS 16 PPE, IAS 36 Impairment; IAS 40 Investment Property; IFRS 16 Leases interface) and RICS Valuation – Global Standards (UK).
20. Specify changes to the asset register/CAFM and reporting; improve integration and reporting (dashboards, exception reports).
21. Champion customer focus, equality, safeguarding, information governance, health & safety and environmental sustainability; maintain relevant web pages/guidance.
22. Support equality, safeguarding, information governance, health & safety and environmental sustainability in line with the Council's GLPC template.
23. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
24. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
25. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
26. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	N/A
Politically Restricted	No

Person Specification

	To be identified by: *Application Form(A)* *Test/assessment (T)* *Interview (I)* *(Please indicate all that apply)*
Qualifications and Professional Membership requirements: • **N/A**	**N/A**

Knowledge (please specify all essential criteria):	
• Awareness of data standards, GIS, and property terrier concepts; data governance and quality management. (A/I)	**(A/I)**
• External audit expectations for valuations and working papers in local government.	**(A/I)**
• Awareness of local authority data requirements and interfaces with the asset register.	**(A/I)**
• (D) Understanding of RICS Red Book process and public-sector valuation cycles.	**(A/I)**
• Experience in asset valuation/accounting, data governance/cleansing or project delivery.	**(A/I)**
• Experience in a relevant field (property/surveying, geography/GIS, data/IT, finance) or equivalent experience in a property/finance data role.	**(A/I)**

Experience (please specify all essential criteria):	**(A/I)**
• Leading data remediation or valuation-readiness projects in a council or complex public body.	
• Hands-on reconciliation between property systems (terrier/CAFM/GIS/LLPG) and finance fixed asset ledgers; designing controls and audit trails.	**(A/I/)**
• Preparing valuation instructions and working papers; managing external valuers; responding to audit.	**(A/I)**
• Building stakeholder coalitions across Finance, Property, IT/GIS and services; delivering training.	
• Data cleansing/reconciliation in property, estates, FM/CAFM, GIS or finance systems.	**(A/I/T)**
• Working with LLPG/UPRNs, mapping data to assets, and maintaining audit trails.	**(A/I)**
• Producing organised evidence packs and clear documentation for external review.	**(A/I)**
• Experience in a local authority, housing provider, NHS or university estates context.	**(A)**

Skills and abilities (please specify all essential criteria):	
• Advanced data skills (Excel/Power Query or SQL basics), data modelling, and dashboard/report writing. (T/I)	**(T/I)**
• Ability to translate technical valuation/accounting concepts into clear guidance for services. (I)	**(I)**
• Strong planning, risk management and delivery focus; meets hard statutory deadlines. (A/I)	**(A/I)**
• High-quality written communication for members, auditors and senior officers. (A/I)	**(A/I)**
• People leadership: set standards, review/QA, coach and motivate. (I)	**(I)**
• Strong Excel skills (lookups, pivot tables, text functions); confident handling large datasets; careful and methodical. (T)	**(T)**
• Ability to read plans/OS maps and relate them to asset records; good spatial awareness. (T/I)	**(T/I)**
• Clear written and verbal communication; tactful information-gathering with services. (I)	**(I)**
• Well-organised, able to work to a plan and hit milestones; positive problem-solver. (I)	**(I)**

List desirable criteria: All criteria above are essential	