

Job Description

Job Title:	Health & Energy Data Officer
Directorate:	Assets and Property Services
Department:	Assets, Sustainability and Healthy Homes Team
Location:	Rising Sun Industrial Estate, Blaina, NP13 3JW
Reports To	Assets, Appraisals and Data Manager
Date Agreed:	March 2025

Job Purpose

- Responsible for ensuring that the data we collect and the increased data intelligence systems we will be installing in customers' homes can be used to provide support and information to customers and colleagues.
- To provide guidance and support to ensure the investments we make in homes have the greatest benefits for residents and the organisation.
- Work closely with colleagues and external stakeholders (particularly the Health & Energy sectors) to maximise the positive impacts Tai Calon can have.
- Work with colleagues to ensure that the data systems we specify and install in our customers' homes are fit for purpose and can provide the data required to help them live healthy lives in energy-efficient homes.
- Monitor environmental and energy data and analyse emerging issues and trends, liaising with colleagues to address any concerns.

Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

C – Creativity: We want people to think differently, challenge processes where they can see improvement, and take risks.

A – Authentic: We want people to be themselves and be open, honest and trustworthy, and act with integrity.

L – Learning: We want people to understand the importance of learning as an ongoing approach to success in their roles.

O – Ownership: We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

N – “Not on your own”: We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

Core Responsibilities

- Maintain and enhance the environmental data collected from ‘connected homes’ and ensure that opportunities to install new and better systems are pursued.
- Ensure the preparation of Assets, Health, and Energy data and reports, effectively maximising the use of our IT systems and data to produce information readily and accurately.
- Analyse environmental monitoring data outputs to inform our planned investment programmes and target current or emerging Energy and Health issues.
- Work closely with environmental monitoring system providers (such as SERO and AICO) to ensure the technology we specify and install provides the information and data we require.
- Work collaboratively across Tai Calon, with customers and with external stakeholders to ensure effective working relationships are developed and maintained.
- Collaborating with energy software providers and utilising Reduced Data Standard Assessment Procedure (RdSAP) data within energy evaluation tools, to create targeted energy pathways that comply with Welsh Housing Quality Standard (WHQS) requirements.
- Note: The duties and responsibilities may vary without changing the general character of the duties or level of responsibilities entailed. The post holder is, therefore, expected to undertake such other duties as may be requested, provided the general character of the duties or level of responsibility does not change.

Other Responsibilities

Line Management

- There are no formal line management responsibilities

Performance

- Contribute to the overall performance of the team and performance against KPIs.
- Effective service management to ensure continued sustainability, viability and improvement in Tai Calon's services.

Financial Management

- Ensure all compliance risks and issues that arise within the team are highlighted to the Manager or project sponsors.
- Be aware of budgets and allocated cost centres and spend in compliance with agreed tender submissions

Procurement

- Raise purchase orders and receipt of goods and services for suppliers.

Risk, Health, Safety and Environmental

- Working collaboratively to ensure contracts are managed in a safe manner, and risks are mitigated
- Work proactively with the Health and Safety team to minimise Health and Safety incidents and ensure that lessons learnt are fully and properly embedded.
- To comply with the relevant sections of TCCH's policy statement on Health and Safety and Welfare at Work.
- To check that all correct personal protective equipment is being used at all times.
- Interpreting site conditions, including weather, and taking appropriate action to inform contractors of appropriate actions they may need to take.

Work Environment

Environment

- Extensive use of computers throughout the day.

Working Location

- The role is based at Solis One, Blaina, with the ability to work in a hybrid way where agreed.

Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote Tai Calon's Equality, Diversity and Inclusion Policy.
- To promote and continually work to Tai Calon's values.

Essential	Desirable	PERSON SPECIFICATION Job Title: Health & Energy Data Officer	How Assessed		
			Application Form	Interview	Practical
1. Qualifications					
✓		Educated to Level 3 of the National Qualification Framework for England, Wales and Northern Ireland in a related field	✓		
2. Knowledge					
✓		In-depth knowledge of relational database methodologies	✓	✓	
	✓	Knowledge of the Welsh Housing Quality Standard and associated compliance policies and reporting mechanisms/protocols	✓	✓	
	✓	Knowledge of the Health and Energy challenges faced by the Housing Association Sector	✓	✓	
	✓	Knowledge of RdSAP (Reduced Data Standard Assessment Procedure)	✓	✓	
✓		Knowledge of performance management systems		✓	
3. Experience					
✓		Experience of similar roles dealing with data analysis and report production	✓	✓	
✓		Experience of database management and using analytical techniques for effective modelling and generation of data and management information	✓		
	✓	Experience of working in energy efficiency, health or related fields		✓	
	✓	Experience of analytical techniques for effective storage and manipulation of data	✓		
4. Skills					
✓		Ability to research information which supports all aspects of performance and operational management		✓	
✓		Excellent report writing and presentation skills		✓	

Essential	Desirable	PERSON SPECIFICATION Job Title: Health & Energy Data Officer	How Assessed		
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	✓	Confidently network and establish relationships with target groups, potential partners and external stakeholders	✓	✓	
✓		Able to problem solve and make sound judgements of decisions.		✓	
✓		Database management skills and analytical techniques for effective modelling and generation of data and management information	✓		
	✓	Welsh Language Skills	✓		
5. Attributes					
✓		Tenant and customer-focused	✓	✓	
✓		Demonstrates integrity and support for organisational values	✓	✓	
✓		Committed to ongoing personal development and the development of others	✓		
✓		A self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution-focused attitude		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
	✓	Flexible and willing to work outside of normal working hours	✓		
6. Other					
	✓	Will need to be able to travel as part of the job, in a timely manner	✓		
✓		Requires Disclosure and Barring Service (DBS) check			