

Asset data

Job Title: Asset data apprentice

Job Purpose:

Support the collection, updating, and checking of data in Gentoo's systems, working with various data colleagues to make sure information is accurate and up to date. Support the team to meet legal and compliance requirements.

Key Responsibilities

- To complete the Apprenticeship Training Programme (maximum of 3 years)
- Gain practical experience in line with the apprenticeship framework.
- Collect, update, and check asset and compliance data to keep information accurate and up to date.
- Update data sets and documents into the Group's systems.
- Work with different teams to make sure systems are updated and certification information is recorded correctly.
- Help produce basic reports from asset and data systems.
- Respond to data queries through a shared mailbox.
- Supporting data colleagues to provide accurate data for planning and reporting.
- Comply with all health and safety requirements and the Group's Code of Conduct.
- Gain an understanding of compliance and regulatory requirements in Social Housing.

The list is typical of the level of duties the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

Training

- The successful candidate will be expected to complete a L3 Data Technician Apprenticeship.

Period

3
Years

