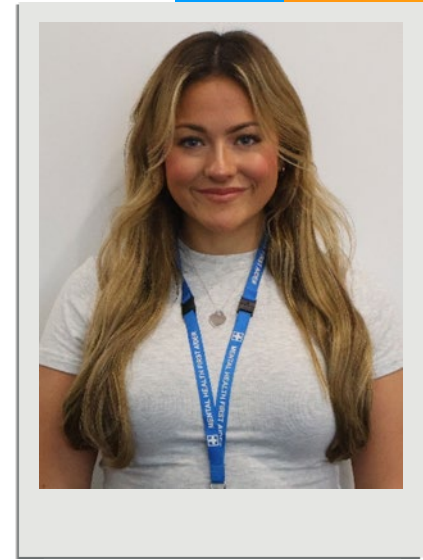


# Lucy Murphy

**Job title: Trainee Data Officer**



## **How long have you been in your role?**

I started my career at Gentoo as a Business Administration Apprentice in 2021. I have since been successful in obtaining a Trainee Data Officer position, which is supported with a 3-year development plan to become a fully qualified Data Officer. My role also provided the opportunity to work alongside the Asset Compliance Data Team part time, in a 1-year secondment as well as keeping my position with the Planning & Investment team.

## **How did you get in your role?**

From an early age in school, I was never set on a career, thus University never seemed like the right option for me personally. However, I always had a strong work ethic, with a determination to try my best in everything I did, to put myself in the best position possible for when it came to leaving Sixth Form. At the end of Sixth Form, I was very proud of achieving an A in Law, A in Business and A\* in Psychology, but was still unsure on which direction I wanted to go in with my future. I remember seeing the Careers Advisor and was strongly advised to consider going to university simply because of my predicted grades. However, I knew this was not what I wanted, I always had a strong desire to get into a company and work my way up and hopefully build a strong career for myself. Thus, I decided to start looking for apprenticeships as I knew this was the perfect opportunity to help me achieve my 'plan' for the future. That is how I ended up at Gentoo, starting my Level 3 Business Administration apprenticeship within the Asset

## **What do you enjoy most about the role?**

The most enjoyable thing about my role is the endless opportunities it has provided me to develop professionally and personally. It comes with a wide range of tasks from analysing data, working on projects, visiting sites where the Group's investment programmes take place to see how schemes are progressing and building up a good rapport with our contractors.

## **What challenges do you face?**

One of the biggest challenges within my role is managing my qualifications as well as trying to develop on the job as well. Since I started in 2021, I have obtained 3 qualifications:

- Level 3 Business Administration via Sunderland College
- CIPFA Diploma in Public Sector Asset Management
- CIH Level 4 in Managing Housing Maintenance

However, although there is a lot of work involved in these qualifications, Gentoo are extremely supportive in ensuring I have all the right resources and support to be successful in everything I do.

# Lucy Murphy

**Job title: Trainee Data Officer**



## **What skills/qualifications do you require for your role?**

- Experience of managing relationships with internal and external stakeholders
- Demonstrable experience in the data requirements to maintain compliance in relation to new build and investment programme installations
- Knowledge and understanding of the Option Appraisal process and the data needed
- Proven experience in the management of large data sets and its manipulation using Microsoft Excel
- Understanding of data management systems for the delivery of asset strategies within the housing sector
- Experience of working in and supporting a team to meet defined objectives or targets
- Trained and experienced in using databases, technology, and software packages to interpret and interrogate data to achieve full understanding of a position statement on all areas of stock condition and Compliance
- Qualified in, background or understanding of all areas of housing stock and Compliance data
- 5 GCSE levels A-C or equivalent or relevant suitable qualifications or experience

## **What advice would you give to someone considering this as a career option?**

My biggest advice would be to be openminded as what jobs involve and where they can take you go far beyond just what the title suggests. 'Data Officer' may suggest that are you are just at your desk all day working on Excel, however that is only one aspect of the job, as mentioned previously, there are various opportunities work on projects, go to meetings with contractors, go out the office to visit schemes such as roof renewals, internal modernisation programmes etc.

