Job Description

Job title	Asset Data Quality Assurance	**Date** July 2025
Reports to (title)	Head of Asset Management	
Contract/Department	Asset Management	**Revision 1**
Location	Home based with National travel as required	

Job purpose

Describe the overall purpose of the job in two or three sentences.

> To ensure the completeness, accuracy, and standardisation of asset data submitted through change control processes, enabling reliable integration into the asset register.
>
> This role provides structured oversight of the Quality Assurance (QA) workflow and supports continuous data quality improvement across all asset survey submissions.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Oversee the full QA lifecycle for asset survey data, from initial submission to final approval.
- Coordinate and carry out technical and qualitative reviews in line with the EMCOR UK Asset Management Standards.
- Ensure all asset classifications (ACC Codes), tagging, and hierarchy assignments are accurate and compliant.
- Utilise Microsoft Office and cloud-based collaboration tools such as the **Asset Survey Quality Check Log** to track and resolve Clarification Questions (CQs).
- Manage the use of QA dashboards and templates to assess and report on data quality, completeness, and missing attributes.
- Conduct desktop reviews and supervise the on-site verification of a representative 10% of the surveyed estate.
- Provide feedback and identify recurring issues to support continuous improvement of survey submissions.
- Drive the approval workflow process, ensuring all submissions meet QA requirements prior to EUK Asset Management Tool (AMT) integration.
- Lead communication with survey originators, providing structured feedback and resolution paths for identified data issues
- Escalate unresolved or systemic issues to senior stakeholders as required.

Resource responsibilities

Job Description

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- No direct reports
- Responsible for managing the quality and integrity of asset data within Microsoft Office and cloud-based tools, QA Dashboards, and the Asset Register.
- Oversees resolution tracking and data validation through structured templates and dashboards.
- Indirect coordination with subcontracted surveyors and third-party data providers
- No direct budget responsibility, but accountable for ensuring data supports accurate capital replacement forecasting.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Knowledge & Experience:

- Strong understanding of asset management principles and data standards (SFG20, ACC codes, hierarchy structuring).
- Experience in data validation, quality assurance, and structured review methodologies.
- Familiarity with asset surveying processes, preferably within facilities or building services.
- Competence in using Microsoft Office, cloud-based tools including Smartsheet, Excel-based dashboards, and reporting templates.

Skills:

- Excellent attention to detail and data accuracy.
- Strong analytical and problem-solving abilities.
- Clear communication skills for interacting with originators and senior stakeholders.
- Ability to interpret technical asset documentation and validate survey evidence.

Qualifications:

- HNC/HND or equivalent in Building Services, Engineering, Data Management, or related field (desirable).
- IAM certificate/Diploma (desirable).
- SFG20 familiarity or accreditation preferred.

o   Smartsheet or dashboarding tool certifications beneficial.

Personality:

o   Methodical, accountable, and quality-focused.
o   Able to challenge discrepancies constructively and diplomatically.
o   Comfortable working both independently and collaboratively within a matrix structure.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Occasional UK-wide travel may be required for on-site verifications (up to 10% site sampling).
- Flexible working arrangements, though some in-person meetings or site visits may be necessary.
- Standard weekday working pattern, with minimal requirement for out-of-hours work.
- This role supports a culture of continuous improvement and may involve adapting processes over time based on recurring trends and feedback.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:

Job Grade		EMCOR Competency Level		Training Profile UTC	