Job Title	Asset Records Assistant
Department	Asset Integrity
Reports to	Asset Engineer
Grade	Grade 3
Purpose & Overview	The Asset Records Assistant is responsible for undertaking technical administration duties, including updating records, liaising with landowners, tenants, developers, and utility companies, to ensure the integrity of the transmission and distribution network is maintained in accordance with the Pipelines Safety Regulations. The role will predominantly deliver the proactive landowner liaison activities for transmission pipelines, as set out in IGEM/TD/1, and for distribution pipelines, as set out in IGEM/TD/3, in order to mitigate the risk of future encroachments, infringements and build-overs. The role will also include identifying and progressing encroachment cases through to resolution, maintaining robust records, including correspondence in conjunction with the Legal and Estates Department, the DR/4 and Diversions Department, as well as Operations.
Key Accountabilities	- Administration of SAP packages - Maintain and update of Asset records - Manage and update CAD engineering drawings, including publication to the WWU intranet - Utilise WWU's mapping systems to undertake geo-spatial analysis of data for use in outputs reporting, risk identification, workload prioritisation, etc. - Assist in ensuring compliance with internal processes - Monitoring of the records management process to ensure legal and statutory requirements are met, including production of MI Develop and maintain strong relationships with WWU departments and external design organisations to monitor all work being undertaken and capture, manage or undertake the consequent changes required to records - This will include supplying records to, and management of receipt of records from external organisations - Support Asset Engineers undertaking the technical aspects of work to ensure compliance with applicable regulations (PSR & PSSR) - Other general administrative duties to support the Pipelines Asset Engineers and Asset Engineering Manager
Technical Know-How & Skills	- A familiarity with WWU's core IT systems, including SAP and ESRI - Basic AutoCAD skills, or drawing office skills are desirable - A basic understanding of hazardous areas is desirable

	- Previous experience in using SAP is desirable - Excellent administrative, oral and written communication skills - The ability to work to deadlines as part of a team - The right attitude and ability to motivate others - An understanding of gas transportation activities and Asset Management principles - An awareness of relevant safety and statutory regulation is desirable customer service, pride and energy - A relevant qualification related to GIS is preferable