

Job Profile: Lead Property Data Officer (Facilities Management)

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Job Grade: Level 3, Zone 2

Salary Range: £36,984 - £42,526

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Role Purpose:

The post holder will undertake a key role within the Facilities Management Team in providing accurate data and systemic reporting of asset management programmes of planned and maintenance works ensuring asset information is robust and up to date. Reporting to the FM Technical Lead, supporting the effective and efficient data and systems inputting and provision of business objectives reporting. Taking a pro-active role in ensuring that the team meets its overall objectives.

The post holder will manage the collation and recording of data, information and certification associated with asset management objectives to achieve accurate reporting of performance measures and statutory compliance of assets within the Corporate, Commercial and Schools' property portfolio.

Example outcomes or objectives that this role will deliver:

- To provide technical advice and supervision ensuring the overall workload and service needs of the Facilities Management Team are met including KPI reporting.
- Actively support the Property Data Manager with the planned strategic transition of the existing Corporate Property Computer Aided Facilities Management (CAFM) system asset and data migration from Planet to Technology Forge.
- Cleanse and reformat the respective Property asset registers ensuring that an effective system is in place to keep these up-to-date and to record the periodic inspections.
- Maintain an effective system to allow all assets and the relevant inspections to be made available for viewing electronically for real time reporting.
- To review all live capital and repairs programming information to monitor the cost and project management of programmes and schemes in order to produce reports.
- To assist in the processing, monitoring and validation of all asset data for the Division with the objective of providing consistent and up-to-date asset data to inform strategic and operational business planning decisions by management.
- To take a pro-active role in the provision of suitable reports to assist teams, both within Property Management and other divisions, as directed by management, to improve performance and service delivery. To set up reports both on a recurring and *ad hoc* basis using available reporting tools and in a format suitable for the target audience.
- Ensure that all relevant IT systems are updated to reflect works commitments, works status, actual spend and any variances.
- To assist the Property Data Manager in the uploading of cyclical data relating to condition surveys and asset information
- Provision of Mechanical and Electrical (M&E) asset information on systems and the Asbestos Register, ensuring that all information is kept up to date, that required certification is held in a readily accessible format and that access is available electronically to all officers requiring it. To assist in team performance and service delivery and provide accurate data for internal and external audit, with specific emphasis on customer service and delivery.
- Support team objectives to ensure IT systems are updated to reflect programme commitments, programmes of work completed and then actual programme out-turns and any other changes necessary to the accuracy of survey and other data is maintained over time.
- Be pro-active in identifying and recommending appropriate current technology and solutions for data management.

People Management Responsibilities:

No people management responsibilities

Relationships:

- Reporting to Property Data Manager; the post holder will be a key member of the project team delivering the strategic Corporate and Commercial asset CAFM system transition
- To liaise with various teams and services across the directorate and external organisations. Key contacts are likely to include: property managers, building managers, estates managers and valuers, contractors, members, senior management, and consultants.
- Providing management information to selected Contractors, Consultants, and stakeholders and proving reports for senior management.
- Working with departmental teams across the organisation to collate and provide asset data information.

Work Environment:

- The post holder will be based at 5 Pancras Square and/or other Camden offices. This may be to any Corporate property managed by Supporting Communities Directorate across the Borough.
- The post holder is also required to work in an 'agile' way in line with Camden's policy of a paperless and flexible work environment, which may include working at home for part of the week.

Technical Knowledge and Experience:

- Knowledge of facilities management / property asset process in a public sector environment.
- Ability to analyse, cleanse and manipulate property and asset related data.
- Experience of CAFM systems and producing detailed and relevant reports.
- Intermediate to advanced MS Excel, MS Word and MS Project skills.
- Good numeracy skills and the ability to analyse and accurately interpret complex datasets.
- Ability to work pro-actively to solve problems.
- Ability to develop good working relationships and effective negotiation and communication skills.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.

Chart Structure:



