

Job Profile Information: Lead Property Officer

Job Title: Lead Property Officer
Job Grade: Level 3, Zone 1
Salary Range: £33,789 - £38,465

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 work closely with key stakeholders of the newly refurbished Town hall. This includes The Chief Executive and Leader of the Council support staff, Registrars, Committee and Electoral Services, Members, Mayoral and Cabinet Offices. The Town hall will also have commercial tenant and the post holder will need to be a key focal point for any on-site queries or issues. This role will ensure that all policies and procedures are adhered to by staff, key stakeholder contacts, contractors and guests when on site. The post holder will provide a single point of contact during core hours for decision or escalation of any risk or issues. This role will work closely with on-site managers with regards to any planned works or events in the building including site management, compliance, and access control ensuring safety first. The Post-holder will report into the Facilities Manager provide a balance between FM and security functions ensuring that all aspects are managed, audited and improvement plans followed up to reduce risks on site.

Example outcomes or objectives that this role will deliver:

- Customer focussed and analytical in judgement to ensure best customer care and relationship management with corporate and commercial entities
- Ensure that all works completed on site are done in a safe, legal, and compliant manner, and in accordance with Camden's H&S rules and regulations.

- Restrict and control access to areas of the site which are deemed 'High Risk' such as the roof, risers, confined spaces, HV rooms and stores.
- Control the Permit to Work System to ensure appropriate Risk Assessments / Method Statements (RAMS) are completed for all works.
- Ensuring all records are maintained and available in relation to Legionella, asbestos, Fire Risk Assessment and Emergency procedures.
 - To work with FM engineers in delivery of some core duties
 - Fire Alarm testing
 - Flushing of little used outlets and Water temperature checks
- Ensure that all works have the appropriate RFI for Asbestos & Permits to hand and these are checked and validated
- Ensure all equipment in the fire marshal equipment stations is available, organised and in working order such as radio, etc
- Ensure site Fire Log book is kept up to date with details of any inspection and testing, fire and emergency evacuations. Manage the Fire Alarm panel for the site and attend to any urgent faults and action accordingly and be familiar with current fire regulations & British Standards Act as the Evacuation Coordinator when required to liaise with Fire Brigade and Emergency Services, manage and review Fire evacuations-
- Review the BMS system and check any critical alarms are being dealt with
- Deliver inductions to new contractors to site / ensure they have received the correct written safety at work procedures
- Check actions have been completed and closed out with regular review of CAFM system and liaison with Helpdesk team
- Enforce processes and policy to protect our building, its assets, as well as our people, teams and customers.
- Become familiar with all the relevant drawings and written instructions, checking them, and using as a point of reference when inspecting the work
- Make visual inspections of works carried out and any works in progress
- Develop relationships with key stakeholders so you are involved in every project, churn and minor works that take place
- Have a good working knowledge of health and safety legislation and bring any shortfalls observed to the attention of the person(s) concerned
- Develop and produce reporting for relevant stakeholders (FM SMT and senior Property Manager) on works being undertaken on site.
- Highlight any failings in H&S and bring these to the attention of the team
- Act as site representative in all matters, knowing where to escalate specific issues to Include:
- Acting as an ambassador for, and local subject matter expert on the client's COVID19 control measures, including pro-actively seeking to increase staff awareness and adherence
- Provide contractor, guest and 1 day staff access cards as required. Ensuring daily return of all issues
- Retain and provide Hi-Vis jackets for guest and visitors entering into the goods yard or operational areas
- Liaising with Crowndale Security ref Lost cards, card closure on systems and replacements.
- Contact staff when visitors arrive. (all staff to inform daily of expected visitors)
- Ensure visitors of collected and escorted at all-time whilst on site and escalate matters when this is not adhered to.
- Provide access to delivery drivers and provide verbal instruction to parking bays.
- Hold and distribute keys within agreed hierarchy of control. Checking daily returns and escalating to service leads of failures to return.

- Weekly review of CAFM system of outstanding jobs seeking update from FM Helpdesk.
- Review local CCTV reviewing yard management, checking for vacant space and controlling those entering based on space available to maintain safety on site.

People Management Responsibilities:

- The post holder will not be responsible for staff management

Relationships:

The post holder will work closely with all teams on site to understand how they operate, what support they need ref deliveries, visitors or yard management. They will act a single point of Contact for urgent FM service for all site users escalating matters as required

Key contacts will include:

- Head of Facilities Management
- Corporate Property Lead
- Technical FM Lead
- Civic Floor Service Managers, Members, CMT – Property Manager and Corporate Property Lead
- Health and Fire Safety Managers
- Head of Security & CCTV Manager
- FM Helpdesk

Work Environment:

- The job will be based at Camden Town Hall – and will be site based
- This role will cover core operational hours aligned to repairs team duties.
- The post holder will operate within a complex and occasionally sensitive framework. Confidentiality and discretion must always be observed.

Technical Knowledge and Experience:

Essential:

- Good working knowledge of Computer Aided Facilities Management (CAFM) systems
- Statutory Compliance Management
- Experience of managing internal and external stakeholders.
- Customer focussed and have an ability to engage with different stakeholders and members of the public
- Excellent inter-personal, organisational and communication skills, both written and verbal.
- A First Aid qualification and AED certification including CPR - preferred
- IOSH qualification in H&S - or equivalent
- Understanding of the building industry, including knowledge of materials, trades, methods and legal

Desirable:

- NEBOSH qualification in H&S
- Knowledge of Technology Forge, Planet and ASH system.
- Knowledge of health and safety legislation (Health & Safety at Work Act 1974).
- Preferably educated to degree level or have equivalent experience
Preferably possess a M&E engineering qualification or competency
Understanding of the building industry, including knowledge of materials, trades, methods and legal requirements

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

