

## **Job Profile: Assistant Property Data Officer**

**Job Title: Assistant Property Data Officer**

**Job Grade: Level 1, Zone 3**

**Salary Range: £26,863 - £28,779**

**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.**

### **Role Purpose:**

Accountable to the Lead Property Data Officer, the post holder will ensure that the Asset Management databases for the Council are legally compliant by promptly and accurately inputting data and provide an effective reception service for the office.

### **Example outcomes or objectives that this role will deliver:**

- Input Health and Safety Certificates relating to Gas Safety and Electrical Condition reports into Northgate to ensure the Council meet their legislative requirements in these areas.
- Reconciling large data sets to identify areas of improvement.
- Compilation of Technical for assisting in legal cases when required.
- Provision of an effective reception service for the office.
- Add structural report information and other relevant information to the Apex database to build a comprehensive asset register.
- Scanning certificates and filing physical documentation in an accurate and timely fashion.
- Inputting Health & Safety actions on to the system with attention to detail

### **People Management Responsibilities:**

No direct line management responsibilities

### **Relationships:**

- Primarily internal relationships with colleagues from different teams and some external visitors to the office, including contractors, councillors and members.

**Work Environment:**

- Office based

**Technical Knowledge and Experience:**

- Ability to analyse data intelligently in order to ensure that documents and data are being entered correctly.
- Intermediate MS Excel and MS Word skills.
- Good numeracy skills.
- Ability to develop good working relationships and effective communication skills.
- Ability to accurately enter data into a computerised system and ensure that data is loaded in a methodical and logical manner.
- Ability to deal with members of the public, contractors and staff face-to-face and over the telephone.
- Ability to work on own initiative.
- Ability to provide a friendly welcoming environment for visitors to Camden buildings.

**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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.

## Structure Chart

