

Job Profile

Job Title: Property Administrator (Data and Systems)

Job Grade: Level 2, Zone 2

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.

This is an exciting opportunity to help shape Camden Asset Management function in Social housing and be part of the team leading the implementation of processes and practices following changes in building safety and fire safety legislation, capturing and updating compliance data across our homes.

About the role

The Property Data, Programmes and Systems team is responsible for managing the investment, completion and compliance data in our housing IT systems. You will assist the Property Data Manager provide assurance and report technical and safety information to maintain the performance of our assets and update statutory compliance within the Asset Management function. You will ensure that the information required is maintained and available, ensuring that the "Golden Thread" of works undertaken to our buildings is maintained.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. Also, that by 2030 Camden's estates and their neighbourhoods are healthy, sustainable and unlock creativity. This role will help ensure that our buildings are safe and we can demonstrate that to key stakeholders and residents of our homes. You will help in ensuring that this information is easily accessible.

About you

You will have a keen interest in data and ensuring that it is maintained and easily accessible to key stakeholders. Specific responsibilities will include:

- Provide an effective administrative support function based in the Property Management division ensuring that full support is provided in a consistent and professional manner. You may be required to cover other Property Administration roles across the Property Management division. Ensuring that staff absences are covered through the team's knowledge of all areas of work.

- Accurately update and maintain the property records relating to compliance and completed works including document management and processing of certification, ensuring that the “Golden Thread” for the Building is maintained.
- Accountability for making sure all relevant 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.
- Working with the Property Data Manager to put in place and maintain a golden thread of information for all Buildings as required by legislation and regulatory reform. Having a golden thread will mean that those people responsible will have easily accessible, reliable, up to date and accurate information. Ensuring that any works carried out are captured and recorded to maintain the “Golden Thread” for the building and that all data is held about a building that allows someone to understand a building and keep it safe; information management to ensure the information is accurate, easily understandable, can be accessed by those who need it and is up to date.
- Be pro-active in identifying and recommending appropriate current technology and solutions in the development and maintenance of our housing data.

Work Environment:

- The post holder will be based at Holmes Road and/or other Camden offices and may be required to undertake site inspections or other visits in connection with the management of the work. This may be to any residential property managed By Supporting Communities Directorate across the Borough and could involve climbing ladders and inspections from scaffolding.
- To liaise with various teams and services across the directorate and external organisations. Key contacts are likely to include: residents, contractors, members, senior management, and consultants.
- The post holder will assist in the preparation of reports that contain complex technical background, analysis and solutions for inclusion into papers being produced for senior managers and Council meetings.
- The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to construction works. They will also be expected to utilise handheld mobile devices for the purposes of inspection on site and data input.

People Management Responsibilities:

This role has no direct reports.

Relationships:

The post holder will be expected to have frequent contact with internal staff across all levels, residents, Tenant and Resident Associations (TRAs), Members, consultants and contractors in relation to Property Services.

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,

