

Job Profile: Property Data Officer

Job Title: Property Data Officer

Job Grade: Level 3, Zone 1

Salary Range: £36,141- £40,817

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:

To take a key role in delivering the asset management strategy, determine programmes of work and make sure asset information is robust and up to date. To support the Lead Property Data Officer in ensuring that key information is provided to Heads of Service to help inform their decisions, whilst taking a pro-active role in ensuring that the team meets its overall objectives.

Example outcomes or objectives that this role will deliver:

- To assist in developing and maintaining the asset register for Mechanical and Electrical assets ensuring that an effective system is in place to keep these up-to-date and to record the periodic inspections. To ensure that there is an effective system in place to allow these assets and the relevant inspections to be available for viewing electronically and reporting on.
- To review all live capital and repairs programming information to monitor the cost and project management of programmes and schemes in order to report on and to evidence value for money.
- 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 stock condition data to inform strategic and operational business planning decisions.
- 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 your manager, to improve performance and service delivery. To set up complex reports both on a recurring and *ad hoc* basis using reporting tools and in a format suitable for the target audience.

- To work with your manager to ensure that team performance and service delivery meet defined standards and comply with regulatory requirements, with specific emphasis on customer service and delivery.
- Ensure that 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. Be pro-active in identifying and recommending appropriate current technology and solutions
- To assist the Lead Property Data Officer in the undertaking of Stock Condition surveys, in whole or part. In consultation with other sections of the Department, other Council departments and outside agencies, co-ordinate the briefing, scoping, procurement and delivery of Stock Condition surveys. Ensure that these surveys are undertaken in line with Departmental, Corporate and Government objectives.
- To load programmes and deliverables onto electronic ordering systems and to monitor progress on these, liaising as necessary with other teams to ensure that the data is kept up-to-date.

People Management Responsibilities:

No people management responsibilities

Relationships:

The post holder will be expected to have some contact with residents, contractors, and internal and external stakeholders.

Work Environment:

- The post holder will be expected to have some contact with residents, contractors, and internal and external stakeholders.
- The post holder will prepare draft reports that contain analysis and solutions for inclusion into papers being produced for Senior Managers and Council meetings, including from time to time preparing and presenting the report at these 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.

Technical Knowledge and Experience:

- Knowledge of the building construction process in a public sector housing context.
- Understanding of national and local policies governing stock investment e.g. the decent homes standard.
- Ability to analyse data intelligently in order to assist in the preparation of programmes of major works and to provide detailed reports in a suitable manner for the audience.
- 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.
- Experience of interrogating electronic data storage systems and producing detailed and relevant reports
- Experience of report writing in SQL or equivalent and using IT to present and communicate issues.
- Experience of assisting with preparing programmes of planned works based on asset data
- Experience of complex analysis of data

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



