

M&E PPM Administrator

Salary Range: £34,580 - £36,917

Location: Holmes Road Depot

Contract: Full time/Permanent

Reports to: John Stow - Mechanical and Electrical
Operations Manager



About the role

As the M&E PPM Administrator you'll support the Mechanical and Electrical team to effectively organise and administer data for contracted works and internal service areas within housing. You'll support our contract managers in the recording, updating and processing works/documents on the systems. You will also assist in the day-to-day administration, inputting data, enquiries and correspondence for programmes of work, repairs and contracted works across the Mechanical and Electrical team.

The things you'll achieve

- Provide an effective administrative support function based in the Mechanical and Electrical team, ensuring that full support is provided in a consistent and professional manner.
- Provide an effective contract support function across all teams within Property Management, ensuring that full support is provided in a consistent and professional manner. Ensuring that staff absences are covered through the team's knowledge of all areas of work. · To provide support to the team in organising effective management of contract and service area requirements · To positively contribute to the development of the team and accessibility for advice and guidance to other teams across the division and further afield.
- To maintain and update systems for relevant service areas within Mechanical and Electrical team services, including but not limited to M&E servicing, repairs and operations, capital works, void properties, and contracted services.
- Accurately update and maintain the property records relating to compliance and completed works, including document management and processing of certification.
- To assist in pro-actively providing a full office management function, ensuring all equipment and facilities are maintained, and all consumables replenished and available as and when required.
- To assist in coordinating communication and correspondence for service area to support effective Mechanical and Electrical delivery.

About you

Experience

Intermediate MS Excel and MS Word

- Experience working in a busy office environment and able to manage workload and prioritise effectively.
- Ability to produce reports of outstanding actions in transparent formats.
- Good record management skills
- Ability to administer documents and certification within process and with close attention to detail in recording and inputting data.
- Good understanding of ICT systems (rapid) and software packages

You have

- Ability to work proactively to solve problems.
- Ability to develop good working relationships and effective negotiation and communication skills.
- Ability to liaise with other teams as required, including monitoring legal action for non-access, and instigating Housing Investigations, when appropriate.

Other important stuff...

Work environment

You'll work from Holmes Road Depot with the possibility of 1 day a week from home.

Who you will be working with

Communicating with internal staff across all levels, residents, Tenant and Resident Associations (TRAs), Members, consultants and contractors in relation to Property Services.

Who we are

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

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.

Asking for Adjustments

Camden is committed to making our recruitment practices 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

