

Assistant Property Data Officer

Salary Range: £32,706 - £33,340

Grade: Level 1, Zone 3

Location: Holmes Road Depot

Reports to: Lead Property Data Officer

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About the role

As an Assistant Property Data Officer, you will be accountable to the Lead Property Data Officer and ensure that the housing database system (NEC) and asset management system (APEX) for the Council are up to date by promptly and accurately inputting data while also monitoring the inbox for the Property Data Team.

This will consist of, but not limited to, inputting Health and Safety data relating to Gas Safety, Electrical Condition and structural inspections into NEC and APEX respectively, ensuring the Council meet their legislative compliance requirements.

You will also need to provide information and other certificates relating to property data in an accurate and timely manner; with attention to detail, upon requests from other members of the organisation.

The things you'll achieve

- Competent in how to use council systems such as Rapid, NEC & content manager.
- Able to confidently and accurately process Void Handover documents.
- Able to confidently and accurately process Legal files.
- Able to reconcile large data sets to identify areas of improvement.
- Competent in adding structural report information and other relevant information to the Apex database, to build a comprehensive asset register.
- Understanding of how to process the various emails in the inbox and confident how to respond to these emails or who to forward these emails to within the team.

About you

Experience

- Handling Data.
- Processing of documents and certificates.
- Responding to internal & external emails from contractors, internal colleagues and members of the public.

You have

- To be successful in this role you will need to be approachable and welcoming as you will be responsible for the Property Data mailbox.
- You will be able to develop good working relationships and effective communication skills and have the ability to work on your own initiative. Also, you will need to have good numeracy, MS Excel and MS Word skills.
- Ideally you will have the ability to analyse data intelligently, in order to ensure that documents and data are being entered correctly.

Other important stuff...

People management

N/A

Work environment

Currently, this is a hybrid working role - you'll work from home and from our Holmes Road office in Kentish Town. You will be required to work at least one day a week in the office (Currently every Tuesday).

Who you will be working with

You'll be joining a wonderful team and will be working alongside another Assistant Property Data Officer and reporting to Samuel, Lead Property Data Officer. You'll also work closely with other colleagues across the Property Data Team, including Property Data Officers, Property Administrators, as well as staff from other departments across the organisation.

The application process

After applications have been received a number of applicants will be shortlisted for an interview that will comprise of a 2 or 3 person panel and asked a total of 6 questions, which are scored to assess suitability for the role. The successful applicant will be contacted by the hiring manager after moderation by the interview panel.

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

