

Job Profile Information: Data Entry Officer

This supplementary information for *Data Entry Officer* is for guidance for Job Level 1 Zone 3

Camden Way Category 1

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:

Ensuring that the Asset Management Databases for the authority are legally compliant by speedily and accurately inputting data. Providing 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 Files on an ad hoc basis for assisting in Legal Cases.*
- *Provision of an effective reception service for the office.*
- *Adding structural report information & other ad hoc 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:

None

Relationships;

Primarily internal relationships with some external

Work Environment:

Office based

Technical Knowledge and Experience:

- *Ability to analyse data intelligently in order to ensure that documents and data being entered is correct.*
- *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.*

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility