

Job Profile Information: Property Data Officer

This supplementary information for Property Data Officer is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 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:

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

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

Chart Structure

