

## **Job Profile Information: Compliance Data Officer**

**This supplementary information for Compliance Data Officer is for guidance and must be used in conjunction with the Job Capsule for Job Zone 3 Level 2.**

**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, including Mechanical & Electrical (M&E) work streams and making sure asset information is robust and up to date. To support the Property Data Manager 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:**

- Responsible for maintaining the M&E information and the Asbestos Register, ensuring that all information is kept up to date, that required certification is held in a readily accessible format and that access is available electronically to all officers requiring it. To ensure that the latest Asbestos information is available electronically at all times. Determining specific programmes of work, as allocated, in accordance with Camden's asset management strategy ensuring business priorities are met and value for money achieved.
- Produce compliance reports for property management on a regular basis, provide technical advice, monitor the central tracker and dashboard to evidence compliance across the M&E work streams and provide centralised updates for compliance to establish and maintain effective evidencing of the council meeting its legal obligations
- Taking a lead role in determining the M&E programmes of work in accordance with Camden's asset management strategy ensuring business priorities are met and value for money achieved. Leading in developing models to aid the decision making on whether to renew or continue to maintain assets on a "whole life" costing basis.
- To provide consistent and up-to-date stock condition and compliance data to inform strategic and operational business planning decisions.

- To ensure 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 Property Data Manager 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.

**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.
- 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.

**Work Environment:**

The post holder will be based in an office environment and may be required to attend evening meetings or other out-of-hours events on occasion.

### **Technical Knowledge and Experience:**

- Degree or equivalent qualification
- Holding or working towards a recognised accreditation, e.g. CIOH, RICS
- Knowledge of the building construction process in a public sector housing context.
- Understanding of the current legislation and other requirements in a local authority setting relating to contracts and procurement processes, and to the national and local policies governing stock investment e.g. the decent homes standard.
- Ability to make informed recommendations for investment priorities and strategies and to analyse data intelligently in order to prepare programmes of major works.
- 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.
- Specialist knowledge developed through working with external and internal Energy stakeholders to ensure Government Energy policies, procedures and standards, e.g. SAP, EPCS, are adhered to

### **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

For further information on the Camden Way please visit by clicking [HERE](#)

## Chart Structure

