

### **Job Profile Information: Lead Property Data Officer**

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

The post holder will undertake a key role within the Property Data, Programmes and Systems Team in providing accurate data and systemic reporting of asset management programmes of planned and maintenance works ensuring asset information is robust and up to date. Reporting to the Property Data Manager, supporting the effective and efficient data and systems inputting and provision of business objectives reporting. Taking a pro-active role in ensuring that the team meets its overall objectives.

The post holder will supervise the collating and recording of data, information and certification associated to asset management objectives to achieve accurate reporting of performance measures and compliance of assets within the Councils property portfolio.

#### **Example outcomes or objectives that this role will deliver:**

- To provide technical advice and supervision ensuring the overall workload of the Property Data Officers and Data Entry Officers to ensure service needs are met including all KPI's set.
- Provision of Mechanical and Electrical (M&E) asset information on systems 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 M&E, Asbestos and compliance information is available electronically at all times.
- Providing central accurate data reporting for the management of processing, monitoring and validation of all asset data with the objective of providing consistent and up-to-date stock condition data to inform strategic and operational business planning decisions.
- To assist in team performance and service delivery and provide accurate data for internal and external audit, with specific emphasis on customer service and delivery.

- Support team objectives to ensure 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 proactive in identifying and recommending appropriate current technology and solutions for data management.
- To assist the Property Data, Programmes and Systems Team to effectively record and update Stock Condition surveys, work streams and compliance performance within asset management systems.

### **People Management Responsibilities:**

Line management of the Assistant Property Data Officers

### **Relationships:**

- Reporting to Property Data Manager; the post holder will supervise the Property Data Officers work activities as required, whilst working closely with operational teams to support the Property Data, Programmes and Systems Team.
- Providing information to all Contractors, Consultants, Residents, and stakeholders and providing reports for senior management.
- Working with departmental teams across the organisation to collate and provide asset data information.

### **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; reasonable notice will be given under these circumstances.

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

- 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.
- Degree desirable / equivalent qualifications and experience essential.

### **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](#)

