

## **Job Profile - Property Administrator**

**Job Title: Property Administrator**

**Job Grade: Level 2, Zone 2**

**Salary Range: £29,359 - £31,656**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. Support the Property Management team to effectively organise and administrate data for contracted works and internal service areas. Support contract management in the recording, updating and processing of works/documents on the systems. The post holder will assist in the day to day administration, inputting data, enquiries and correspondence for programmes of work, repairs and contracted works across the Property Management Division.

### **About the role**

Provide an effective administrative support function based in the Property Management division ensuring that full support is provided in a consistent and professional manner. To provide an effective contract support function across all teams within Property Management ensuring that full support is provided in a consistent and professional manner. Ensuring that staff absences are covered through the team's knowledge of all areas of work.

To provide a support to the team in organising effective management of contract and service area requirements. To positively contribute to the development of the team and accessibility for advice and guidance to other teams across the division and further afield. To maintain and update systems for relevant service area within Property Services including but not limited to repairs and operations, capital works, void properties and contracted services.

Accurately update and maintain the property records relating to compliance and completed works including document management and processing of certification. To assist in the pro-active provision of a full office management function ensuring all equipment and facilities are maintained and all consumables replenished and available as required. To assist in coordinating communication and correspondence for service area to support effective property management delivery

### **About you**

- Intermediate MS Excel and MS Word
- Experience of working in a busy office environment and able to manage workload and prioritise effectively
- Ability to produce reports of outstanding actions in clear formats
- Good record management skills
- Ability to work pro-actively to solve problems.
- Ability to develop good working relationships and effective negotiation and communication skills

- Ability to administer documents and certification within process and with close attention to detail in recording and inputting data
- Ability to liaise with other teams as required including monitoring legal action for non-access and instigating Housing Investigations, when appropriate.
- Good understanding of ICT systems and software packages

#### **Work Environment:**

- Hot desk environment office based.

#### **People Management Responsibilities:**

- This role has no direct reports.

#### **Relationships:**

- Communicating with internal staff across all levels, residents, Tenant and Resident Associations (TRAs), Members, consultants and contractors in relation to Property Services.

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

#### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

#### **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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

#### **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.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

#### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and 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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,