

Job Profile

Job Title: Property Data Manager

Job Grade: Level 4, Zone 2

Salary Range: £42,687 to £49,515

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.

This is an exciting opportunity to help shape Camden Asset Management function in Social housing and take overall responsibility of the accurate data and system management in the delivery of the Asset Management strategy,

About the role

The Property Data team is responsible for managing the investment, completion and compliance data in our housing IT systems. The Property Data Manager takes overall responsibility of the accurate data and systems management in the delivery of the Asset Management strategy, determines programmes of planned/responsive works and makes sure asset information is robust and up to date. Managing the Property Data & Systems team to ensure delivery of this key area of work, ensuring that key information is provided to Members and Heads of Service to inform investment decisions. Accountable and responsible for ensuring that statistical returns to government are accurate and auditable to ensure we meet our statutory responsibilities.

To take overall responsibility of the accurate data and building information for housing assets. Management of the delivery of strategic investment plan, stock condition data and building information in our IT systems.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. Also, that by 2030 Camden's estates and their neighbourhoods are healthy, sustainable and unlock creativity. This role will help ensure that we identify and invest in priority needs across our housing stock.

About you

You will have a strong track record in property asset management and experience of working with large datasets and providing succinct and clear analysis to a wide range of audiences. Specific responsibilities will include:

- Provide effective team management, technical advice and supervision ensuring the overall workload of the Property Data & Systems team is managed and service needs are met including all KPI's set. Coaching and developing staff to maximise performance.
- Deciding on work programmes based on "whole-life" costing and responsible for determining whether required works should be carried out under capital or revenue work streams. Producing programmes of planned work in accordance with Camden's asset management strategy ensuring business priorities are met and value for money achieved. Responsible for identifying and programming works with total annual value of up to £50m.

- Manage all live capital and repairs programming information to monitor the cost and project management of programmes and schemes in order to achieve a reliable base to assess value for money. This is to minimise risk in programme slippage and to maximise use of resources for the Council.
- Provide an integrated central divisional management of 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 and investment decisions.
- To deliver key management information on complex asset data in various formats, making best use of available IT resources and present on data to Heads of Service to inform investment decisions. Prepare regular reports for the Resident Safety Board in order to inform Members of the Board of progress in terms of key statutory compliance along with any areas of concern/emerging issues identified from the data.
- Accountability for making sure 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.
- Working with external and internal Energy stakeholders to ensure Government Energy policies, procedures and standards, e.g. SAP, EPCS, are adhered to.
- Working with the Building Safety Information Manager to put in place and maintain a golden thread of information for all Buildings as required by legislation and regulatory reform. Having a golden thread will mean that those people responsible will have easily accessible, reliable, up to date and accurate information. Ensuring that any works carried out are captured and recorded to maintain the “Golden Thread” for the building and that all data is held about a building that allows someone to understand a building and keep it safe; information management to ensure the information is accurate, easily understandable, can be accessed by those who need it and is up to date.

Work Environment:

- The post holder will be based at Holmes Road and/or other Camden offices and will be required to undertake site inspections or other visits in connection with the management of the work. This may be to any residential property managed By Supporting Communities Directorate across the Borough and could involve climbing ladders and inspections from scaffolding.
- To liaise with various teams and services across the directorate and external organisations. Key contacts are likely to include: residents, contractors, members, senior management, and consultants.
- The post holder will prepare reports that contain complex technical background, 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.

People Management Responsibilities:

Managing a team of 9 staff

Relationships:

The post holder will be expected to have frequent contact with residents, contractors and all internal and external stakeholders and be making decisions that have a medium to high impact upon them.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. 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). 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 or post to 5 Pancras Square, London, N1C 4AG,