

Job Profile: Property and Systems Officer

Job Title: Property and Systems Officer

Job Grade: Level 4 Zone 1

Salary Range:

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.

The Property team is responsible for the strategic direction, business partnering and policy framework for the Council's commercial and corporate assets. The team leads on the delivery of the Council's asset strategy through the: day to day management of the commercial property portfolio; the programme of property development projects, acquisitions and disposals; and strategic management of the corporate estate. The team also includes the new homes sales function of the Community Investment Programme as well as the Corporate Accommodation Projects team.

About the role

Reporting to the Senior Building Surveyor and the Commercial Properties Portfolio Lead, to ensure Camden's commercial property portfolio is maintained to a high standard and that our buildings are safe, comfortable and serviceable. To manage the regular inspection of planned maintenance and compliance works of a portfolio of properties, ensuring that all health, safety and environmental management issues are addressed.

This role is responsible for a wide range of Landlord's building, lease and administrative matters; these include ensuring all files are kept compliant and up to date, proactively visiting properties, considering requests from tenants to commissioning works to properties, reading utilities meters, arranging for payment of energy bills, change of tenancy with suppliers, ensuring that tenants are complying with their lease terms, instructing and liaising with contractors, preparing simple dilapidations reports, specification of works, ensuring H&S audits and compliance, risk assessments and service charge budget setting.

The successful candidate will manage their own portfolio of work to include aspects of Commercial property management (maintenance, repairs, major works, financial, etc) to ensure that all building requirements are met and business tenant requests are addressed. Regular visits to buildings are required.

About you

You will have knowledge of building maintenance procedures and knowledge of administrative processes. Specific responsibilities will include:

- Property management and building maintenance experience

- Experience in delivering services where high level of customer care and satisfaction is necessary
- A good knowledge of building management and related services i.e., planned and reactive maintenance, security
- A good knowledge of managing contracts and contractors on site
- Budgetary management and financial procedures
- Understanding of health and safety legislation (Health & Safety at Work Act 1974) and how it relates to commercial property management
- Experience in writing clear and concise reports
- Proficient with Microsoft Office - specifically Word, Excel and Outlook.
- Knowledge of the Disability Discrimination Act
- Ability to work independently with minimum supervision.

Work Environment:

Camden offers flexible working arrangements, and this role will require regular site visits across the borough and partly working at home or office-based with hybrid working technology available at our main office locations.

The post holder will be required to carry out regular and frequent visits to residential and commercial buildings to inspect, specify and manage works; this will involve visits to potentially dirty and noisy building sites and wearing personal protective equipment.

- The post holder will be required to be contactable for emergencies outside business hours.
- The post holder will operate within a complex and occasionally sensitive framework, confidentiality and discretion must be observed at all times

People Management Responsibilities:

None

Relationships:

The post holder will work closely with Business Tenants, Senior Managers, internal customers, contractors, consultants, colleagues within Commercial Property Management and the rest of the Council.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

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,