

Job Profile: Lead Property Data Officer

Job Title: Lead Property Data Officer

Job Grade: Level 3, Zone 2

Salary Range: £36,984 - £42,526

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.

About the role

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.

About you

- 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.

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.

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.

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.

Chart Structure:

