



Job Description

Job title	Systems Data Administration Officer	Hours	30 hours per week <i>Flexible working options are available, including job share</i>
Department	Property Services	Salary	SK9 (pro rata £31,911 per annum)
Location	Council Offices, Picture House Grantham	Contract	Permanent

Main Job Purpose

To support the Corporate Property Team in administering the asset management system, planning and administration of day-to-day maintenance tasks and compliance actions.

To support the Compliance and Data Officer in ensuring the property stock is compliant and meets statutory and legal requirements.

The role reports to the Compliance & Data Officer

This role is politically restricted.

Main Statement of Responsibilities

- Administer records and documentation on the Corporate Property Services asset management system, Technology Forge keeping records and data up to date
- Be proactive in the scheduling of work for team members including inspections, maintenance tasks, monitoring of emails, property inbox and helpcalls.
- Provide administrative support to team members as required, including minuting meetings, recording of actions and reporting.
- Assign helpcalls to team members and ensure these requests are followed up and completed within agreed times and KPI's.
- Supporting the Corporate Property Services Team ensuring assets are compliant and safe for our building Users.
- Uploading of data and information from other sources and systems using efficient and accurate methods ensuring data accuracy and quality.
- Administer all PPM (planned preventative maintenance) tasks across the property portfolio ensuring they are completed and updated using the Asset Management System
- Liaising with Contractors and internal SKDC colleagues to carry out PPM works and service visits.
- Monitoring of PRP responsibilities and ensuring any PRP actions are undertaken and recorded.
- Taking ownership of agreed remedial actions from Fire Risk Assessments/other compliance inspections.
- Prepare reports using the asset management system on compliance and help call performance on a monthly basis and as required
- Maintain accurate and complete property, contractor and services data on the system.
- Ensure there is an effective system for tracking progress and workload against planned work activities and time schedules
- Provide data and reports on Contractor performance and feedback through appropriate systems
- Work closely with colleagues across all SKDC as required by the role



- Provide general team administrative support as required.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Understanding of work Processes and Procedures with regards to services management
- Understanding of Compliance activities in relation to services management
- Highly computer literate with IT Skills to achieve key tasks and give the business a sound reporting base.
- Good written and verbal communication skills enabling the individual to work with customers, suppliers, and staff at all levels
- A basic understanding of business and customer-facing environments and have been a part of a high-performing team
- Results/ task orientated, with excellent attention to detail and accuracy
- Excellent time management and organisational skills with commitment to continuous improvement
- Ability to work as part of a team, as well as independently
- Confidential and discrete approach with calm manner, ability to work under pressure and with changing demands and priorities

Desirable

- Experience within a Facilities Management, maintenance or property services environment
- Experience in using a CAFM System

Relevant Qualifications

Essential

- Hold academic passes with at least GCSE Maths and English or equivalent

Desirable

- IOSH/NEBOSH
- Facilities Management qualification

Communication and Interpersonal Skills

Essential

- Proven interpersonal and communicating skills including a clear and concise telephone manner and the ability to communicate at all levels verbally and via email.
- Excellent attention to detail



- Ability to communicate effectively and efficiently to ensure information is passed on quickly and accurately.
- An effective team worker
- Experience of working in a customer focused environment

Desirable

- Recent experience of working within a team environment and relevant experience of working alone and setting own priorities