CANDIDATE BRIEF

Property and Data Administrator, Estate Services, Facilities Directorate

Salary: Grade 4 (£19,202 - £22,017 p.a.)

Reference: FDEST1131

Closing date: 17 June 2019

Interview Date: 2 July 2019

Property and Data Administrator
Estate Services, Facilities Directorate

Are you highly customer focused with a pragmatic approach? Do you have good analytical and IT skills? Are you articulate with an eye for detail?

You will support the University's Estate Planning and Information Team. You will help keep up to date building and leases information, plans, and assist with property management for our diverse campus. You will utilise data systems and spreadsheets and our new Computer Aided Facilities Management (CAFM) system, Planon.

You will be passionate about delivering data accuracy which will play a pivotal role in informing decision making across the University's Estate. Ideally with experience of working with CAD plans, spreadsheets and databases to produce high quality data, you will have excellent concentration skills with an aptitude to interpret information in different formats.

What does the role entail?

As a Property and Data Administrator your main duties will include:
- Undertaking administrative elements of acquisitions, disposals and property management, including: basic lease analysis; property record keeping; and notification processes;
- Supporting the Property Manager with the management of leases, more specifically by updating the lease tenancy schedules and managing the filing of both physical and electronic copy documentation;
- Managing the deeds store by logging new deeds and operating a signing in and out process using a spreadsheet/MS Access and/or Planon;
- Populating key fields within drafts of precedent leases for the Property Manager to review and overseeing the progress of new leases through the University's signature process;
- Regularly reviewing Planon to identify lease events both using a spreadsheet and/or Planon reporting tools for the Property Manager to act upon;
- Managing financial data regarding rent and business rates budgets by populating and updating financial spreadsheets; goods receipting and raising purchase orders using the University finance systems;

- Contributing towards the upkeep of Planon, liaising with the Data Systems Manager to align the data to meet strategic needs;
- Updating CAD plans to ensure consistency with room data and applying new layering conventions;
- Plotting two sets of polylines around each room and inserting a text field to enable Planon to pick up building areas from CAD plans;
- Analysing, interpreting and presenting data for a variety of audiences to inform decision making;
- Aligning data sets for residential accommodation within Planon, by interpreting plans and spreadsheets to identify and log changes on a mapping table;
- Assisting with the development and continuous improvement of management processes for the Estate Planning and Information Team and helping to embed best practice;
- Being aware of Health and Safety issues and taking reasonable precautions to ensure the health and safety of yourself and other people at all times.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Property and Data Administrator you will have:
- Excellent mathematical skills with a proven aptitude for working with statistical data;
- An aptitude for interpreting plans;
- Good verbal and written communication skills with experience of writing data reports;
- Excellent analytical skills and good attention to detail;
- A methodical approach to updating data and a high level of accuracy;
- Experience of working in a team with the ability to work independently under minimal supervision and manage your time effectively;
- Experience of using Microsoft Office, with good Word, Excel and Database skills;
- Experience of working to tight deadlines with competing demands;
- Commitment to demonstrate behaviours in line with the University's values including integrity, professionalism and excellent team working.

You may also have:

- Completed a CAD training course or have previous experience of using CAD;
- A familiarity with measuring and using plans, in CAD, BIM and PDF formats;
- Previous experience of working in Property Management;
- Knowledge or experience of CAFM systems.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Michele Troughton, Head of Estate Planning and Information
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Email: M.M.Troughton@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.