**JOB DESCRIPTION**

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| **Job title** | Data Processor (Temporary) |
| **Department** | Property |
| **Reports to** | Facilities Co-Ordinator  |
| **Grade** | 2 |
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| **Job purpose** | * We are seeking a highly organised and detail-oriented individual who thrives on accuracy and precision.
* In this role, you will take full ownership of the end-to-end process of collecting, validating, and inputting essential data across all of our services.
* Your work will play a critical part in ensuring the integrity of our internal systems and the reliability of the information that underpins key business decisions.
* You will be responsible for liaising with multiple departments to gather fragmented data, identifying gaps or inconsistencies, and taking the initiative to investigate and correct errors.
* Once verified, you will be expected to input the refined data into our digital system with the highest level of accuracy.
* This role requires confidence in managing multiple information streams without becoming overwhelmed.
* Your ability to handle complex documentation, spot crucial details, and maintain structure will be essential to the success of this position.
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| **Key accountabilities** | • Gather up-to-date and accurate data from various internal sources across the business.• Create individualised records for each service based on collected information.• Identify inconsistencies or inaccuracies in existing data and take steps to verify and correct them.• Liaise with different teams and individuals via phone, email, and in-person to request and confirm data.• Organise and manage data efficiently.• Input verified data into the digital system.• Learn the basics of the digital system quickly to enable data entry.• Maintain communication with your manager and attend office-based training sessions as required.• Ask clear and targeted questions to gather the most relevant and accurate information.• Stay focused, task-oriented, and accountable for deadlines and data quality.• Being able to pull out small pieces of data from large texts of documentation.• Ability to extract key pieces of data from large text based documents |
| **Essential Skills & Qualities** | • Organisational skills with a methodical approach to data handling.• High attention to detail and accuracy.• Ability to work independently and manage your own workload when needed.• Proactive in following up and chasing missing information.• Confident using email, phone, and digital communication tools.• Able to maintain confidentiality and handle sensitive information securely.• Ability to learn and navigate digital systems quickly.• Reliable, self-motivated, and committed to maintaining high standards.• Strong problem-solving skills – able to spot errors and work out solutions |
| **Desirable Skills & Qualities** | • Previous experience in a data-entry, data-management, or administrative role.• Understanding property/facility information |
| **Work Pattern** | • Hybrid working model – majority remote with scheduled visits to the office for briefings, support, and reviews |

**PERSON SPECIFICATION**

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| **Job title** | Data Processor |
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| **Personal effectiveness** | Essential | Desirable |
| * A good working knowledge of property documents and ability to identify required information
* Ability to identify required data in an orderly and timely manner
* Able to provide accuate data into the required repository
* Commitment to accuracy and completeness in data fields
* Ability to inspire trust and confidence with other team members
* Ability to communicate effectively, both verbally and in writing, with the wider oranisation
* Ability to identify risk and assess/manage risk when acquring data i.e. is something does not look correct
* Able to work from a series of dat sources assessing accuacy and implementing changes
* Ability to maintain effective working relationships and to promote collaborative practice with all colleagues
* Can demonstrate personal accountability, emotional resilience and ability to work well under pressure
* Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines
* High level of written and oral communication skills
* Ability to work flexibly and enthusiastically on own initiative
 | • Previous experience in a data-entry, data-management, or administrative role.• Understanding property/facility information |
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| **Technical effectiveness** | Essential | Desirable |
| * Knowledge of property terminology
* Understanding of the importance of working effectively and to a deadline
* Knowledge of the heriarchy in data management systems
* Ability to learn through experience
* Demonstrable skills and knowledge in assessing the risks presented by inaccurate data
 | * Experience of a propery related data management system
* Knowledge of
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| **Acquired experience & qualifications** | Essential | Desirable |
| * Experience of data collation and CRM Systems
* Demonstrable commitment produce high quality accurate data
 | * Able to work to tight deadlines
* Able to demonsrate hybrid working would not affect output
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| **Other requirements** | Essential | Desirable |
| * Meets DBS reference standards and criminal record checks
* Willingness to work flexible hours when required to meet work demands
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