**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. |
| **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 |  |