



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Property Database Officer

**Department:** Business Services

**Grade:** [Single Status 8](#)

**Responsible to:** Property Performance Officer

### **Purpose of the Role:**

The Asset Management and Performance Team is focussed on improving the operation of the Council's property assets by leading on new projects to enhance the operation of our premises. The team maintain property information and facilitate collaboration with both internal and external stakeholders. The whole team sits at the front of the council's key strategic insight and pursues opportunities to maintain and improve the council's premise portfolio for new requirements and its ever-evolving function.

The Property Database Officer is responsible for establishing and maintaining the council's property data to the highest standards, helping develop the business intelligence capability of the whole Property Team. They are responsible for the management of the Property Asset Management System (PAMS) and data recording technologies within the across the Department. They will help oversee and coordinate the data and reporting needs for all property colleagues and customers and monitor and manage information entered onto corporate systems e.g. asset creation, asset disposal, user roles and permissions, data gap analysis, system configuration and development.

The role will also assist the Property Performance Officer and the Energy Project Performance Officer with connecting and reporting from all Property systems, combining data sets, and improving processes.

Further to this, they will be a dedicated support in the procurement and development of new as well as existing programmes to ensure the

software needs of the team are met and work suitably alongside existing software and business requirements.

**Key tasks:**

1. Assist the Property Team with the provision of relevant property systems and providing robust support for the whole Property Team in the day-to-day management of key tasks and training of those systems.
2. Understand existing practices and helping to develop better ways of working by use of existing technologies to improve business processes.
3. Lead on the testing and implementation of system and interface changes, ensuring key stakeholders within Property as well as external suppliers are briefed on changes and provided with the correct information ahead of implementing modifications.
4. Support both the Property Performance Manager and the Property Performance Officer in providing in person technical support and creating written documentation and offer the necessary ad-hoc system training to new users and contractors.
5. Resolve incidents, problems and service issues in an appropriate and timely manner working flexibly, sometimes outside of normal core hours, in response to service demands and in accordance with County Council policies.
6. Within the Systems Team in particular, the role will manage and maintain the property information system, providing information on property assets and with key responsibility for the system administration and user logon security.
7. Responsible for the maintenance and management of the Council's property portfolio data and how it is suitably accessed by the wider team.
8. Create ad hoc reports as required from data within the property information systems. As well as manage projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.

9. Main provider of technical advice and support training to a range of stakeholders; liaise, communicate, and build relationships with other departments, customers, partner organisations, agencies, and/or contractors.
10. Investigate, develop, and optimise new property data sets to enable improved asset management functions.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

## **PERSON SPECIFICATION**

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

1. Understanding of how property-related information supports decision making in large organisations with diverse portfolios.
2. Experience in information management, ideally within a property context, including system administration and collaboration with software vendors.
3. Ability to use technology as part of the role including spreadsheets, relational databases, business intelligence tools and common property management or asset management systems.
4. Ability to interrogate complex datasets, specify and compile meaningful reports and work with performance-monitoring tools to drive continuous improvement.
5. Hands-on experience using asset management platforms to meet property management requirements.
6. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
7. Ability to work alongside cross-functional service teams and external partners to deliver shared objectives.
8. Understanding of risk management, internal controls, and professional ethics.

### **Desirable key skills, abilities, knowledge, experience, values and behaviours**

9. Understanding of relevant legislation, principles and practices within property and technical environments.
10. Familiarity with the Civica Property Management System and its configuration.
11. Hands-on experience with GIS mapping solutions such as QGIS or ESRI ArcGIS.

12. Ability to integrate Land Registry data with GIS platforms for enhanced spatial analysis.
13. Experience with Computer Assisted Drawing (CAD)
14. Experience in SQL for querying relational databases and automating data workflows.
15. Experience creating interactive dashboards and reports with Tableau, Power BI or equivalent business intelligence tools.
16. Specialist technical qualification in property management, data science or a related field.

**Document version control:**

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### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No