



Estates

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Title: Space Manager
Grade: 8
Salary Range:
Mode: **Full time**
Ref No:
Date: October 2012

2. ESTATES

All Estates staff are required to conform with the University's policies and procedures, behave in a professional manner, and support the core values of the service to ensure:

- Customer satisfaction
- High quality design standards and buildings operations
- High quality facilities maintenance and services
- Safety and security of students, staff and property
- Environmental protection and sustainability
- SMART systems both for Estates and the wider campus.

The post will support Estates in the key areas of:

- Daily operations of the campus
- Continuous improvement in performance
- Effective customer relations within Estates and the University, and externally as directed.

3. JOB DESCRIPTION

Purpose

To lead, develop and manage the University's approach to space planning, allocation and management, by developing an internal professional and proactive strategic consultancy service.

To champion and influence innovative, financially effective and environmentally sustainable use of physical resources in support of current and emerging teaching (pedagogic) and employment strategies at the most senior management levels of the University and staff at all other levels.

To produce and deliver space utilisation plans, benchmarks, and strategic scenarios based on the University's planned and future needs of space with the strategic aim of minimising capital and revenue costs associated with owning and managing the property portfolio.

Main duties and responsibilities

1. Develop strategic estates scenarios and plans for recommendation to the Director of Estates, Vice Chancellor's Group, and the University considering academic, logistical, Corporate Plan, financial issues and political sensitivities.
2. Develop and maintain University policies, processes and guides on space utilisation for Faculties and Services, based on HE sector practice such as Space Management Group and relevant best practice outside the sector.
3. Champion, liaise with and advise the Vice Chancellor's Group, senior University Faculty and Services managers on the University's Master Plan, Estates Strategy and space utilisation policy requirements, including the undertaking of proactive negotiations on space allocation and use with users, with responsibility for resolution.
4. Make recommendations to the University's, Faculties' Services' and Estates' senior management teams on the specification of space requirements based on the quality and quantity of space required, and support them in formulating space plans and strategic scenarios,
5. Develop corporate and estates space benchmarks and costs to provide appropriate University senior management reports and business plans on the estates strategy and space requirements.
6. Work with and supervise consultants which will involve briefing and supervision of architects, surveyors etc. engaged on estate development projects as required.
7. Develop analysis, measures and survey processes for teaching and administrative space utilisation in Faculties and Services.
8. Liaise and develop with University timetablers and Faculties recommendations regarding efficient use of academic rooms and buildings, and a student centred timetable.
9. Work with Estates teams on development of an integrated asset management database.
10. Work with Estates teams to ensure accurate space records, including audits of space use and functional suitability for estates management statistics and TRAC.
11. Develop and apply examples of space utilisation best practice within and outside the HE sector for both academic and administrative spaces.
12. Develop use of visualisation tools for managing space and the estate.

AND other such duties within the scope and spirit of the job title, purpose, and its grading.

Supervision Received

The post holder reports directly to Deputy Director Environment and Low Impact Buildings Centre; and supports the Director of Estates in developing and managing the University's strategic space planning function.

Supervision Given

The postholder will support the overseeing and systems related to records management and archive across the directorate with relevant personnel.

Contacts

Senior University managers across Vice Chancellor's Group, Faculties and Services
Estates teams
Finance
Timetabling Steering Group

4. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education/ Qualifications</i>	<p>Postgraduate calibre with substantial relevant experience.</p> <p>Relevant professional qualification e.g. RICS, BIFM, RIBA</p>	<p>Project management qualification.</p> <p>Auditing qualification.</p>
<i>Experience (Paid and Unpaid)</i>	<p>Strategic planning of space and buildings at most senior levels in a complex multi-building organisation.</p> <p>Successful high-level stakeholder influence both within organisations and with professional/specialist groups.</p> <p>Track record of implementation of new ways of working /studying /teaching at organisational levels.</p> <p>Specialist space planning software, advanced use of databases and spreadsheets.</p> <p>Strategic and organisational business planning and preparation of business cases for change.</p> <p>Policy, guidance and auditing development.</p>	<p>Academic timetabling including occupancy and utilisation measures.</p> <p>Assessment of functional suitability of space.</p> <p>Management experience, including external consultancy teams.</p> <p>Briefing and supervision of consultants engaged on estates development projects.</p>
<i>Job-related skills/ aptitudes</i>	<p>Commitment to environmental sustainability.</p> <p>Able to respond flexibly and rapidly to changing business opportunities.</p> <p>Highly organised including attention to detail, deadlines, and accuracy.</p> <p>Able to problem solve, simplify and document data systems.</p> <p>Able to communicate effectively with and influence most senior management.</p> <p>Individual aptitude with the ability work with teams.</p> <p>Detailed space planning practices and ability to keep up to date with space utilisation best practice.</p>	<p>Financial and environmental risks of poor space utilisation.</p> <p>Working knowledge of health and safety legislation.</p> <p>Working knowledge of environmental and carbon management legislation.</p> <p>Working knowledge of Equality and Diversity legislation.</p> <p>Building information modelling systems and government plans.</p>

<i>Interpersonal Skills</i>	Excellent communication skills. Approachable and influential. Able to negotiate and balance a variety of stakeholder needs. Ensure confidentiality of sensitive commercial data.	
<i>Other Requirements</i>		