



1 Advertisement

Post Title: Space Management Support Officer

School/department: Estates, Facilities & Commercial Services

Hours: Full time up to a maximum of 1 FTE.

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: fixed term for 6 months

Reference: 21201

Salary: starting at £28,759 to £32,982 per annum, pro rata if part time

Placed on: 20 October 2023

Closing date: 03 November 2023. Applications must be received by midnight of the closing date.

Expected interview date: Aimed to be within 2 weeks after closing date

Expected start date: As soon as possible

About you

The University of Sussex is seeking to appoint a Support Officer to assist the Masterplanning & Space Management team with a range of initiatives, on the short-term temporary basis.

The post holder will assist the Senior Manager, Masterplanning & Space Management with setting up the supply chain framework, developing the furniture standards and style guides, and development of procedures and protocols in support of storage policy.

Additionally, you will provide support on a range of space planning and occupancy projects and initiatives as part of the PS Places programme.

Ideally, with the architectural / building services, space planning, construction or facilities management background, you will have experience in a similar role within large, complex organisation.

Please contact Diana Mitich, Senior Manager, Masterplanning and Space Management d.mitich@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

About our Division

The Estates and Facilities Division is vibrant and dynamic. We are continuously adapting to change and needs of our Students, Faculty, Visitors, and Permanent staff to deliver a great service. You can see our presence all around campus and we work behind-the-scenes to ensure an on-site positive experience for all. Over the last 5 years we have developed the

East Slope, now we are working on the Developing of the West Slope: a mix of student housing and spaces for learning, socialising, and student wellbeing services. We are also thrilled to be working on Sustainability Sussex. Our vision is clear. Our strategic goal is for this University to be one of the most sustainable universities in the world.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme.
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at
<http://www.sussex.ac.uk/sef/>
<http://www.sussex.ac.uk/schoolsandservices/professionalservices/estates-facilities>

3. Job Description

Job Description for the post of: Space Management Support Officer

Department: Estates, Facilities & Commercial Services
Unit: Estates and Facilities Management
Location: Bramber House, 4th Floor
Grade: 5
Responsible to: Senior Manager, Masterplanning and Space Management
Responsible for: N/A

PRINCIPAL ACCOUNTABILITIES

- Provide information, advice, and guidance on the range of space management services and activities.
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams. Using knowledge and experience to solve standard problems directly where possible.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

KEY RESPONSIBILITIES

- Provide the support to the Senior Manager, Masterplanning & Space Management with the space and occupancy elements of the University's PS Places programme.
- Undertake space audit and occupancy surveys across the University estate, informing the development of PS Places full business case.
- Liaise with various departments across the University to obtain accurate staff information and help identify areas of growth (or contraction).
- Assist the Senior Manager, Masterplanning & Space Management with setting up the supply chain framework.
- Assist the Senior Manager, Masterplanning & Space Management with developing the furniture standards and style guides for a range of workplace settings across campus.
- Assist the Senior Manager, Masterplanning & Space Management with the PS Places storage campaign, including development of procedures and protocols in support of storage policy.
- Co-ordinate the submission of the annual statutory HESA EMR report.
- Role model good behaviours and knowledge to other team members and stakeholders.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Senior Manager, Masterplanning & Space Management and they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Estates, Facilities and Commercial Services' compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well-developed interpersonal skills with the ability to quickly build rapport.
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Ability to assess problems effectively and suggest solutions for minor impact decisions autonomously.
7. Competent IT skills to effectively manager own workload – MS Suite.
8. Ability to provide pastoral welfare support to junior members of the team where necessary.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of area of expertise.
2. Proven track record in a similar role in a complex environment.

3. Strong occupancy / space planning / space utilisation experience and / or knowledge.
4. Ability to understand and interpret plans, scale and space in two-dimensional diagrams.
5. Problem solver, analytical, perceptive, with strong attention to detail.
6. Ability to deliver high quality work, adhering to relevant standards, processes, and methodology, to tight deadlines.
7. Background in architectural / building services, space planning, construction, or facilities management.

DESIRABLE CRITERIA

1. Relevant experience in a similar role.
2. Relevant experience working in a university or similar environment.