**UNIVERSITY OF SUSSEX**

**School of Media, Arts & Humanities**

**Space Management Guidance**

The creation of the new School provides an excellent opportunity to revisit the way in which our School space is used and configured. This will be kept under continuous review in order to make optimum use of our facilities, as well as reflect new ways of working.

It is recognised that colleagues work in office spaces in many different ways and may prefer to be on campus to carry out particular tasks. We will take individual circumstances into account and seek to accommodate them wherever possible. Space will be allocated according to need, rather than seniority of staff. Our aim is to create a pleasant and productive working environment for everyone.

Health & Safety protocols will be followed so that all spaces, including meeting rooms are Covid-safe and used in line with University guidance.

The principles outlined below will be implemented in the new School over time, as the University moves towards more shared office spaces and flexible use of rooms for both Professional Services and academic staff. These principles will also be monitored and reviewed at regular intervals.

**Space Management**

The School has oversight and management responsibility for space within Arts A, Arts B and Silverstone Building, with the exception of General Teaching Space and the space required by SEF.

The School of Media, Arts and Humanities is managing space in line with the University, taking into consideration

* Improving the intensity of use of space
* Improving the productivity of space use
* Ensuring an equitable distribution of space between units
* The recently launched [Remote Working Framework](https://www.sussex.ac.uk/webteam/gateway/file.php?name=the-remote-working-framework.pdf&site=302) which will likely result in the majority of staff adopting a hybrid model of working (i.e. on campus and from home)

The School has referenced the strategic ambition of the University and seeks to provide

* A fit for purpose operation
* Provision for academic courses and the ability to adapt to changes in student numbers
* Promotion of research, scholarship and third-stream activity
* Creative, dynamic and collaborative spaces
* Support for a positive student experience
* Promoting a culture of change and innovation to meet developing needs
* Effective accommodation of Professional Services staff
* A financially viable approach to space use

**Academic Office Occupancy**   
All academic staff in rooms larger than 10 sq. metres (n.b. the majority of space office spaces in Arts A, Arts B and Silverstone buildings are this size or larger) *may* be required to share office space from 1 August 2021. The following exceptions will apply:-

* medical or Occupational Health requirements
* role-specific requirements, e.g. Director of Student Experience (DoSE), Student Welfare Advocates
* members of the School Management Team

We will assess and aim to meet the needs of individual staff members when allocating office spaces.

**Research Fellows**Research Fellows will be provided with a desk in shared office space. Fractional posts may be required to share desks.

**Visiting Fellows**  
Visiting Fellows will be provided with access to a desk in shared office space. Desk sharing will apply.

**Emeritus staff**Emeritus staff will be provided with access to a desk in shared office space. Desk sharing will apply.

**Professional Services staff**  
Professional Services staff will work in either open plan or shared office space.

**PhD students**PhD students will be provided with access to desks in shared office space operating on a shared desk basis.

**Taught students**Taught students will be provided with access to breakout areas with desks and access to power for study.

**Meeting Rooms**Meeting Rooms are available throughout the building and accessible via an online booking system operated by the Reception team.

**Arts A108**This room is currently being adapted for use as a hybrid meeting room.

CL/JG/06/21