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| **Description and Person Specification**  **Academic/Professional Services Staff** |
| **Job title:** Space Officer  **Department:** Estates & Facilities  **Pay Band:** C  **Line Manager:** TBC |
| **Role Purpose:**  The Space Officer will act as the Universities expert for all furniture and space planning related ‘moves and changes’. The role involves client and supplier liaison, working with suppliers to create design briefs, space planning, the scoping of projects, the tender and pricing of projects, the project approval process, and the management of the order process from quotation to installation and post-occupancy evaluation.  To work directly with the management and academic staff of the university to understand Space Planning requirements and develop design options, project plans and timelines, and provisional budgets for discussion and review. To understand the resources requirements for and ‘moves and changes’ and plan accordingly to achieve time, cost, and quality commitments. |
| **Duties and Responsibilities:**   * Develop an expert knowledge of the various types of ‘space’ available within the University estate and maintain a comprehensive library of floor plans in both \*.DWG and \*.PDF format for use in the space planning process. * Develop and maintain the software skills necessary to enable AutoCAD drawings to be updated to reflect the current space uses and furniture layouts; this needs to include any non-technical information available and sufficient technical data where needed. IE. Floor boxes, lighting, HVAC * Develop an in-depth and intimate understanding of the timetabling approaches used in the University, the quiet periods in academic teaching patterns, opportunities and flexibilities of different academic areas to enable customised project plans for delivering ‘moves and changes’. Work to inform University staff of the constraints faced by such projects. * Maintain an inventory of all furniture and lockers in use and in storage across the estate; coordinate furniture audits and moves with Logistics, provide advice on any repairs and replacements required. * Provide an internal space and furniture ‘consultancy’ service to academic and management staff such that the role holder becomes the ‘go to’ person when discussion start regarding potential new facilities, furniture and space changes, and ‘moves and changes’ between buildings. * Develop and maintain good working relationships with industry partners and suppliers providing space planning services, furniture products, and office move services. Investigate innovations in furniture products, space designs, new technology, smart buildings, and industry progress in accommodating neuro-diverse building users. * Work with procurement staff and within purchasing guidelines to tender where needed large expenditure on fixtures, fittings and equipment. Ensure all purchasing provides value for money though the tender process and in the design of space and the selection of furniture types. * Provide a project management service within Estates and Facilities such that in addition to Soft Services and “Moves and Changes” the Hard FM team can seek support for forward planning and project management of larger engineering and maintenance and asset replacement activities and ‘Summer Works’ if required. * Engage with colleagues in Health and Safety to review furniture choices and space designs with a view to minimising occupation health issues and addressing any personalised or customised accommodation requirements. Ensure any designs are compliant with the Fire Strategy and good Health and Safety practices. * To work during Open Days and other university events when necessary.   **General**   * Demonstrate understanding of Ravensbourne values, culture and educational ethos and promote these through everyday practice in the role. * Work within Ravensbourne Code of Conduct and other Rules * Comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate * Carry out the policies, procedures and practices of Health & Safety in all aspects of the role * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne’s work, and show commitment through everyday practice in the role * Work in accordance with, and promote Ravensbourne’s environmental sustainability policy and practices * Works continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate * Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness * Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne objectives achieved |
| **Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**   * Facilities Manager * Assistant Facilities Manager * Health, Safety and Environmental Manager * Technical Services Manager / Assistant Technical Services Manager * Timetabling Team * Head of Estates and Facilities * IT/AV Teams * Academic teams * All staff, students, contractors, visitors and other building users |
| **Resources Managed**  Resources: Fixture, Fittings and Equipment  Budgets: Delegated project budgets |

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| **Person Specification** |  |  |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Education**  Educated to HND level in a relevant subject for the work being undertaken | X |  |
| **Professional qualifications/experience**  Experience of using a variety of software design tools to create layouts and diagrams applicable to Space Planning  Experience of providing support services to internal customers and developing options for discussion and review  Demonstrable ability to plan and organise furniture changes and collaborate with varied teams to deliver a project outcome | X  X  X |  |
| **Higher Education knowledge**  Experience of work in a HE Estates / FM environment. |  | X |

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| **Core Personal skills abilities and behaviours** | **Essential** | **Desirable** |
| **Equality, Diversity & Inclusion**  Committed to diversity with the ability to recognise cultural perspectives and values. | MC900434713[1] |  |
| **Communication**  Communicate information clearly and accurately, considering what to communicate and how best to convey information to others. | MC900434713[1] |  |
| **Team Work and Motivation**  Contributes to building team morale by being an active member of the team. Able to organise and delegate work fairly according to individual skills. Helps the team focus their efforts on the task at hand and motivates individual team members. | MC900434713[1] |  |
| **Decision Making**  Makes independent decisions and provides advice or input to contribute to the decision making of others. | MC900434713[1] |  |
| **Liaison and Networking**  Able to carry out standard day-to-day liaison with students, staff and members of the public using the existing procedures. Works to build internal and external relationships for active collaboration and information sharing. | MC900434713[1] |  |
| **Service Delivery**  Creates a positive image of the University by responding promptly to enquiries from internal and external contacts and referring them to the right person where appropriate. Understands and explores customer’s needs. | MC900434713[1] |  |
| **Planning and Organising**  Able to plan, prioritise and organise the work and resources of self and the team on a daily and weekly basis. Sets performance standards and develops its monitoring procedures. | MC900434713[1] |  |
| **Initiative and Problem Solving**  Able to use initiative and creativity to solve problems in a practical and professional manner. | MC900434713[1] |  |
| **Team Development**  Provides training and induction to new starters, offering advice, guidance and feedback based on their own knowledge or experience. | MC900434713[1] |  |

**Our Values**

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

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