University of Salford MANCHESTER

Job Description

Role Title:	Space Planning Officer
School / Dept:	Space Management
Directorate:	Estates & Facilities Services
Reference:	MPF4159
Grade:	6
Full or Part time:	Full time
Hours:	36.25
Reports to:	Space Planning Manager
Responsible for:	No direct reports

Overview

Estates & Facilities delivers a comprehensive estates and facilities management service across the University through approximately 350 directly employed colleagues, supported by specialist external contractors. Services include estate strategy and planning, asset and property management, space management, statutory compliance, and the delivery of hard and soft facilities management services, including building and engineering maintenance, cleaning, security, landscaping and grounds maintenance. Together, these services support the delivery of a safe, compliant, efficient and high-quality university estate. We are looking for a talented Space Planning Officer to join our Space Management Team.

The successful candidate will support the Space Planning Manager, working collaboratively across all service areas, and will play a key role in the implementation of the University's Computerised Maintenance Management System (CMMS) by helping to create and maintain accurate space data. They will combine accurate spatial records and AutoCAD drawings with robust estate and utilisation analysis, producing clear management information that enables evidence-based decisions about space planning, allocation and performance.

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Role Purpose

The Space Planning Officer maintains the reliable spatial information needed to manage the University estate effectively and converts estate, occupancy and utilisation data into practical evidence for decision-making. The role creates and maintains floor plans and space records in AutoCAD and relevant Estates systems, including CMMS/CAFM and timetabling systems such as TimeEdit, then uses Excel, Power Query and Power BI to validate, transform, analyse and visualise the associated data. These outputs support space allocation, utilisation monitoring, option appraisal, statutory and management reporting, and the effective use of the University estate.

Principal Duties & Responsibilities

- Work closely with the Space Planning Manager and other team members to develop and implement space management strategies, that optimise the use of the University estate, support institutional priorities and improve space efficiency and utilisation.

- Undertake space and data audits to verify room use, occupancy, capacity, area and classification information; reconcile discrepancies between surveys, AutoCAD drawings and space-management systems; and maintain a clear audit trail of changes.

- Support the delivery, monitoring and interpretation of Estates utilisation KPIs set out in the Estates Plan, identifying trends, data-quality issues and opportunities for more effective use of space.

- Extract, cleanse, transform, reconcile and analyse space, occupancy and utilisation data using advanced Excel and Power Query, applying consistent definitions and validation controls to produce reliable datasets for operational, strategic and statutory reporting.

- Support the implementation, development and optimisation of Estates & Facilities digital systems and technologies, including the University's Computerised Maintenance Management System (CMMS), space management systems and Smart Buildings initiatives.

- Create, update and quality-assure accurate AutoCAD drawings of university buildings, including floor plans, room boundaries, layouts, space classifications and allocations, in accordance with agreed drawing, layering, naming and version-control standards.

- Duties are undertaken in a professional, proactive and flexible manner, exercising initiative and judgement appropriate to the role.

- Responsible for maintaining accurate, reliable and well governed estates and space data to support effective operational management, strategic planning and evidence based decision-making.

- Contribute to the development, implementation and continuous improvement of digital systems and business processes that enhance service delivery, strengthen compliance and improve operational efficiency across Estates & Facilities.
- Acts as a champion for continuous improvement by identifying opportunities to simplify processes, improve customer experience and embed innovative ways of working.

- Builds effective working relationships with colleagues, contractors and stakeholders to support the successful delivery of business improvement and space management initiatives.

- Promotes the University's commitment to value for money by identifying opportunities to improve efficiency, reduce waste and maximise data and automation.

- Promotes equality, diversity and inclusion in line with university policy, contributing to a respectful, inclusive and collaborative working environment.

- Demonstrates flexibility in undertaking duties appropriate to the grade, recognising that the role will evolve in response to changing business priorities, technological developments and service requirements.

Generic Duties

- Undertake any other duties appropriate to the grade and nature of the role, as reasonably required to support the needs and priorities of the Estates & Facilities Directorate and the University's Faculties and Professional Services.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role description outlines the principal duties and responsibilities and may be reviewed and amended in response to changing service requirements. It does not form part of the Contract of Employment

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Person Specification

The successful candidate should demonstrate the following, which are ‘Essential’ (E) or ‘Desirable’ (D)

Qualifications

1. Educated to degree level or equivalent in an appropriate subject or able to demonstrate equivalent substantial work experience. (E)
2. Commitment to Continuing Professional Development. (E)
3. Evidence of a strong interest in digital technology, data analytics, business improvement or continuous improvement (E)

Background and Experience

4. Detailed knowledge and application of space planning practices (E)
5. Demonstrable experience in undertaking surveys for building layouts and site information drawings. (E)
6. Demonstrable experience of using Autodesk AutoCAD to create, update and quality-assure building floor plans and space-management drawings, including the effective use of layers, blocks, external references, drawing standards and file controls. (E)
7. Demonstrable experience of gathering, validating, reconciling and analysing data from multiple sources, with the ability to translate findings into accurate space-management information and clear recommendations. (E)
8. Experience of developing process maps, workflows or flowcharts using Microsoft Visio or similar process mapping software. (E)
9. Experience of using a Computerised Maintenance Management System (CMMS) or Integrated Workplace Management System (IWMS) to maintain or report on property, asset or space information. (D)

Knowledge

10. An understanding of how to optimise space use, including knowledge of relevant building regulations, accessibility standards and their application to space planning. (E)
11. Knowledge of how Power BI dashboards, reports and data models can be used to communicate space allocation, occupancy, capacity and utilisation trends, enabling stakeholders to identify issues, compare options and monitor performance against agreed key performance indicators. (E)
12. Knowledge of the principles and controls required to plan and co-ordinate space-management policies and practices consistently across individual and team-based work. (E)
13. Advanced Microsoft Excel skills, including structured tables, complex formulae, lookups, PivotTables, charts and data-validation controls, together with demonstrable experience of using Power Query to import, cleanse, transform, combine and refresh data from multiple sources. (E)

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Skills and Competencies

14. The ability to interrogate complex datasets, identify trends and anomalies, assess data quality, explain limitations and convert analysis into concise, evidence-based conclusions and recommendations. (E)
15. An inquisitive, curious and critical mindset, with a methodical approach to resolving technical problems and challenges and assessing associated risks and impacts. (E)
16. Excellent attention to detail and a commitment to producing accurate, high-quality work. (E)
17. Strong verbal and written communication skills, with the ability to explain technical and analytical information clearly and collaborate effectively with a diverse range of teams and stakeholders. (E)
18. Excellent problem-solving abilities and a creative approach to space planning challenges (E)
19. Ability to plan, prioritise and manage multiple projects, surveys and deadlines in a fast-paced environment while maintaining accuracy and quality. (E)
20. Ability to travel across the University campus and undertake surveys in a range of building environments (E)