

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 20 June 2018

Interviews are planned for: 9 July 2018



JOB DESCRIPTION – Job ref REQ01467

Job Title and Grade:	Senior Space Planner Grade 9
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£39,993 - £47,722 per annum
Department/Section:	Estate Management Section
Responsible to:	Director of Estates and Campus Services
Reports on a day to day basis to:	Director of Maintenance and Capital Development
Responsible for:	Capital and Development Co-ordinator, Space Planner/CAD Technician, Trainee Space Planner/Project Manager
Purpose of job:	This Strategic level post will develop with others the University's Space Management Policy and implement processes relating to the review and implementation of corporate accommodation/investment strategy providing innovative solutions to accommodation issues and growth. Lead on client engagement in support of developing and enhancing client spaces. Lead on the development of corporate space standards.

Duties of the Post:

The main duties of the post will include:

1. To assist the Director of Maintenance and Capital Development at a senior strategic level in the development and management of the University's Space Planning/Management response to space planning requirements providing innovative solutions in accommodation terms to growth and accommodation re-modelling.
2. To represent the Director of Maintenance and Capital Development at a senior strategic level as directed at programme, board and committee meetings including the preparation and presentation of reports.
3. To maintain and develop a strategic overview to a high standard of all space planning and accommodation growth/investment bids ensuring that efficient and effective client focussed accommodation solutions are identified.
4. Lead on client engagement in support of developing and enhancing client spaces and the development of corporate space standards.
5. Develop with others minor works revenue programmes (@ £50,000) and assist with major projects that have space management impact and maintain a project management/ programme overview ensuring project standards are maintained to a high standard, in accordance with University policy and procedures and that targets set against scope/ budget/ timescale are effectively and efficiently met.
6. To assist the Director of Maintenance and Capital Development in ensuring that services provide a customer focused, pragmatic, solution-based service across a broad client base

delivery clear rationale for decision making that is seen as results driven. This will require a clear focus upon strategic techniques in order to manage customer expectations.

7. To effectively appoint and manage consultancy services ensuring a clear focus is developed and maintained delivering pragmatic function-based designs in keeping with the University's aspirations and objectives.
8. To lead, in conjunction with others, in the development of quality efficient and effective management regimes and systems covering:-
 - Individual projects ensuring that targets regarding scope/ budget/ timescale are reality based and effectively met.
 - Centralised systems and processes covering communication and consultation with customers and stakeholders.
 - "Industry Standard" Project Management and Programme Management systems such as the RIBA Programme of Works.
9. To be responsible for the day to day management of the Space Planning function providing effective management and direction at all times in accordance with the principal duties of the post holder.
10. To deputise for the Director of Maintenance and Capital Development as directed in relation to the functions, duties and activities of Space Management/Planning functions.
11. Provide a full range of Programme Management and Project Management functions relating to Space Planning over a diverse range of minor projects ensuring compliance with University process and systems seeking to ensure that all projects are delivered to targets covering scope/ budget/ timescale.
12. Prepare regular Project Management and Programme reports on progress, compliance, budget and briefing objectives.
13. To perform a pro-active management role, fostering high morale, innovation, co-operation and an ethos of high quality service delivery.

Project Management role

14. Ensure effective project control and development representing the University of Essex to outside agencies, consultants and contractors.
15. Ensure that Compliance and Health & Safety are paramount and that this is conveyed to all involved.
16. Pro-actively develop and maintain a learning centred approach with regards to training and development ensuring that relevant information is conveyed to colleagues in a structured manner.
17. Develop and maintain a high standard of information and record management ensuring that relevant information and data is transferred to colleagues in a timely and structured manner.
18. Follow University processes and guidance regarding client brief, business cases including the preparation and presentation of reports as directed.
19. In conjunction with others develop, review, analyse and implement competitive tender documents and contractual documentation ensuring compliance with University policy and procedures.
20. At all times effectively guide, manage and review the services provided by in-house Space Planning team and external consultancy lead services.

21. Provide efficient and effective on-site project supervision ensuring that standards and quality are maintained at all times.
22. Liaise effectively and in a timely manner with colleagues within other services areas including Maintenance, Fire Safety, Access Forum, Unions ensuring effective project management and handover.
23. Attend any training courses that are deemed to be necessary to enable a satisfactory level of technical and managerial expertise to be maintained.
24. Ensure effective consultation and communication is developed and maintained at all times across all clients, interest groups, stakeholders, project boards, steering groups and committees preparing and presenting reports as required and/or directed.
25. In the event of an on-site emergency or project work attend out of hours and action required works that cannot be resolved by others.
26. Any other duties as may be assigned from time to time by the Director of Maintenance and Capital Development or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

June 2018

PERSON SPECIFICATION

JOB TITLE: Senior Space Planner

Qualifications /Training

	Essential	Desirable
▪ Professional Building, Facilities, Services qualification and hold corporate membership of a relevant professional body RICS, RIBA, CIOB or similar	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Degree or equivalent qualification in a relevant subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Training/qualification in Project Management such as PRINCE or APM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Training/qualification in AUTOCAD or similar computer aided design software	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience at strategic level in the design, implementation and management of minor works programmes, processes and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in the management of capital and revenue projects covering small but complex projects and providing professional input into major capital projects across a variety of built environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in managing a team and a high volume of programme work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in stakeholder/client engagement and management across a diverse portfolio including effective management of customer expectations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of CDM, Health and Safety and compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A working knowledge of planning and building regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A working knowledge of standard forms of contract including contractual provisions relating to liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to manage at strategic level, minor works programmes and projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to assimilate high volume, complex data and communicate effectively with a wide and diverse range of clients and stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to effectively manage customer expectations in a proactive constructive style	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Effective communication skills across a broad range of platforms and audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage a direct team and others in an effective and constructive manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to effectively design, implement and manage processes, procedures and record management systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to provide effective guidance, support to senior management colleagues including leadership in areas where required	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐
▪ Hold a full, current UK driving licence	☒	☐
▪ A positive outlook and a professional manner with the temperament to cope under pressure and deliver high volume caseloads within tight deadlines	☒	☐
▪ A willingness to adopt and apply new methods of working	☒	☐
▪ A flexible approach to working, including some evening and weekend cover	☒	☐
▪ To demonstrate a level of responsibility and professionalism commensurate with this post	☒	☐

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

June 2018

ADDITIONAL INFORMATION

Estate Management

Further information regarding the department may be found at the following link:

www.essex.ac.uk/estates

General information

Informal enquiries may be made to Andy Sheppard, Director of Estates and Campus Services, (telephone: 01206 872948 e-mail: andy.sheppard@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy following:

<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

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