

# Job Description

**Job title:** Space Planning Assistant (Placement)

**Reports to:** Space Manager

**Department/School:** Estate and Facilities Management (E&FM)

**Grade:** 3

## Purpose of the role

To assist the Space Management team in the design, planning, allocation and efficient management of all space throughout the University. To capture, challenge and interpret space change requirements throughout the institution, developing and implementing innovative space planning and interior design solutions to the academic estate.

To assist the Technical team / Project Managers in the design, planning and delivery of maintenance and alteration projects across the University Estate.

You will help prepare project packs with clear instruction and specification of project requirements to E&FM Project Managers and Project Surveyors to ensure successful delivery of refurbishment and alteration projects ensuring timely, smooth and successful transitions between E&FM teams.

## Line management responsibility for: Contractors and consultants, if relevant.

## Main areas of responsibility:

* To assist in the planning and preparation of initial design concepts with regard to all space planning activity across the University, thinking innovatively and creatively whilst considering functionality and optimum space usage to ensure timely, smooth and successful transitions between E&FM teams.
* With members of the Space Management team, undertake feasibility studies, options appraisals and assist in the preparation of all reports associated with major projects, minor adaptations and ad hoc changes to the non-residential estate to meet the end user brief.
* To support the Space Management team with the maintenance of the space records on the department database, Planon, updating any changes to space, ownership and usage to ensure effective use of space and smooth running of delivery.
* To support the Technical Team / Project Managers with the planning, design and delivery of maintenance and alteration projects ranging from minor refurbishments to significant, complex structural maintenance and repairs across the University estate.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Working knowledge of databases, and design software (CAD), familiarity with Microsoft Office suite of packages eg Word, Excel, Powerpoint, Outlook **(A,I)**
* Proven ability to work systematically, use time efficiently and meet priorities and deadlines with a minimum of supervision **(A,I)**
* Understands the information needs of others, showing sensitivity whilst retaining an objective view **(I)**
* Able to communicate information in an understandable way orally and in writing with particular ability to explain complex processes and procedures **(A,I)**
* Detailed, accurate presentation/finishing **(A)**
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| **Qualifications** |
| * Recent University of Brighton graduate or student availing of a placement year in an interior architectural design or building construction / surveying degree course at the University of Brighton **(A)**
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| **Experience** |
| * Experience of working in a busy customer service environment **(A,I)**
* Experience of leading a project – in work, student life or volunteering – from defining the scope and setting goals, considering finances and liaising with relevant parties to completion **OR**
* Experience of teamwork and collaboration – in work, student life or volunteering - working flexibly, being co-operative and helpful **(A,I)**
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| **Managing people** |
| * Contractors and consultants, if relevant. **(A,I)**
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| **Physical demands and/or other requirements** |
| * The post holder must be able to undertake all the physical requirements of the role, such as: working from the main office or remotely in accordance with the Agile working Policy; travelling between sites for frequent visits to all parts of the Estate; monitoring use of space; able to use display screen equipment extensively according to health & safety guidelines. It may also be helpful to take an occasional moderately physical pro-active role i.e. ‘resetting’ teaching room tables and chairs, checking cables under desks, selecting spare etc **(A,I)**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

## DBS (Disclosure & Barring Service)

It will be stated on the recruitment advert if the post requires a DBS check.

Date: **July 2025**