

Post title	Space Planner
Division / Section	Property and Facilities Management
Department	Resources
Responsible To	Estates Optimisation Manager
Number of post holders	1
Acting up/ Secondment	No

### **Purpose of Job**

Undertake a range of projects/areas of work to support the optimisation of the Council's estate. This will include:

- Contribute to the development of the Estates Optimisation strategy and plan
- Contribute to the improvement of the efficiency and utilisation of the Council's Operational Estate
- Developing viable space solutions to support business cases

### **MAJOR TASKS/JOB ACTIVITIES**

Undertake a range of projects/areas of work ensuring outcomes are delivered on time and to a high standard

Design the space and its use for approved business cases to support the Portfolio Planner in the development of these business cases

Provide recommendations on the IT and other FF&E requirements for the approved business cases

Explore, define and agree co-location, ways of working and space sharing opportunities to develop further initiatives by engaging with internal stakeholders, HR and third party organisations

Ensure that the CAFM database is maintained up-to-date and appropriate references and links to documents are operational

Liaise with and manage external consultants and contractors

Research best practice, processes, methodologies and approaches to space planning

Subject to the approval of senior managers, support the Estates Optimisation Manager with the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups

Support the Council's democratic process, including Executive committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

### **Supervision and Management of People (Numbers and type of staff)**

No

This post requires a high level of creativity and innovation, producing designs that are innovative and functional. It requires the interpretation of service outputs into spatial designs, and the post holder will be responsible for persuading services to adopt different ways of using space.

### **Contacts and Relationships**

Contacts will relate to the development and delivery of an Estate Optimisation service and as such will have a wider ranging impact on other council departments, policy, budgets and service direction.

The post will represent the Council to a range of external stakeholders, and should present a positive impression of the Council, and will require the post-holder to build strong working relationships.

The post will also provide expert advice and guidance to the senior management of the Department.

### **Decisions (Discretion)**

The post will provide advice, recommendations and proposals to the senior team members on Estate Optimisation service covering the city. The post holder will be fully responsible for designing spaces that fully respond to complex needs and changing circumstances.

### **Decisions (Consequences)**

The decisions made in the course of the job will impact on the management and quality of the Council's Estates Optimisation service covering the entire city. The post holder will be expected to identify space saving opportunities that will reduce the level of property spend in the Council.

## **Resources**

Design projects with a budget of up to £1million.

## **Environment – Work Demands**

Required to operate effectively in a dynamic environment. The demands of best value, partnership working and local governance arrangements will impact on the complexity of this post.

Manage often opposing views and priorities to ensure a balanced and commercial approach is taken while meeting the regulatory obligations and the strategic aims of the Council.

## **Environment – Physical**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

The post will include activities on construction sites.

## **Environment – Working conditions**

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a Council employee

## **Environment – Work Context**

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a Council employee

## **Knowledge and Skills**

The post holder will be the department's expert in space planning.

The post-holder will require extensive knowledge and skills in a range of related professional disciplines such as office design and being able to identify other key requirements in other building functions using analytical skills and creativity. Working knowledge of appropriate legislation and best practice in accommodation planning and interior design are required.

This will usually mean the post holder is qualified to degree level in a relevant discipline. The post holder will have experience of specialist softwares and drawing techniques associated with this speciality.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.