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## Job Title - Space Assistant

Job Description	
<b>College/Service</b> Camberwell Chelsea Wimbledon	<b>Location</b> Peckham Levels
<b>Contract Length:</b> 12 months	<b>Hours per week / FTE</b> 35hrs per week / 1 FTE Monday to Friday: 10am – 6pm
<b>Accountable to</b> Senior Space Supervisor	<b>Weeks per year</b> 52 Full-time
<b>Salary</b> £31,777 - £38,468 per annum	<b>Grade: 3</b>

Job Description
<b>Purpose of Role</b>  This new role brings together multi-disciplinary functions, services and resources, to support the development and maintenance for a new off-campus space.  You will be an integral part of the team supporting the space operations and maintenance of this newly acquired space. This is a student led multifunctional environment supporting arts and design undergraduate and postgraduate students. The purpose of the space is to enable students to work independently on their learning activities which include, project work, events, such as exhibition and workshops. This does not include teaching.  In this role you will be expected to develop a strong understanding of the key objectives of the occupancy model. You will identify opportunities to optimise the use of space in ways which will support and enhance the student experience in a safe working environment.  The space is located in London, and you will typically be based in Peckham Levels, Peckham Rye. Hours of work will typically be 10am - 6pm but may vary in the future.

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This role is not considered suitable for remote working.

## **Duties and Responsibilities**

- The postholder will work closely with the Senior Space Supervisor to deliver and meet all agreed criteria of use and space planning.
- Contribute to the professional practice development (by students and academic leads) to enable independent learning and study to take place.
- Contribute to the continuous development of governance aligned to the local operating model, such as, contributing to continuous change improvements leading to best practices.
- Co-ordinate risks and issues and report these in a structured and timely manner to the relevant CCW and Peckham Levels teams, ensuring that follow on solutions are implemented in an efficient manner.
- Gather and prepare data as required by the Senior Space Supervisor
- Contribute to the development and maintenance of local systems such as bookings.
- Co-ordinate inductions and site visits.
- Monitor access to and from the space to ensure that only designated UAL students, visitors and staff are permitted onsite as well as securing the space at the end of the day.
- Contribute to the maintenance of a safe working environment and report issues to relevant colleagues, such as Buildings Operations.
- Support the Senior Space Supervisor and CCW Building Operations Manager in the planning and delivery of projects, such as, infrastructure, furniture, equipment and maintenance.
- Undertake and oversee daily operational and administrative tasks as required, such as, waste, post, deliveries and collections between the hours of 10am - 6pm.
- Able to work to a flexible working pattern, as the studios may require extended closing hours.
- Act as Fire Marshal and First Aider.

## **Other**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability

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Manifesto (2016 – 2022). UAL Climate Action Plan:

[https://www.arts.ac.uk/\\_\\_data/assets/pdf\\_file/0025/374128/Climate-Action-Plan\\_.pdf](https://www.arts.ac.uk/__data/assets/pdf_file/0025/374128/Climate-Action-Plan_.pdf)

## Job Description

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

### Key Working Relationships –

Postgraduate and graduate Students, Senior Academic Team, Building Operations team & Estates, Professional Practice Manager, Health and Safety Team.

### Specific Management Responsibilities - N/A

#### Staff

None

#### Other (e.g., accommodation; equipment)

Practice Studios/Meanwhile Spaces, furniture, and equipment.

Signed (Recruiting Manager)

Date of last review: May 2023

HERA code: 001923

## Person Specification

<p>Specialist Knowledge/Qualifications</p>	<p>Good working knowledge of Health and Safety requirements, including carrying out risk assessments</p> <p>IT skills, including databases, word processing and spreadsheets</p> <p>Qualified first aider or willing to obtain certification</p>
<p>Relevant Experience</p>	<p>Experience of supervising multifunctional environments and those undertaking a broad range of activities within them</p> <p>Experience of space management and/or working in multifunctional bookable spaces</p> <p>Experience of working in a busy workplace and balancing competing demands on time</p> <p>Experience of working in an HE or FE Institution or equivalent creative practice environment is desirable</p>
<p>Communication Skills</p>	<p>Communicates effectively orally, in writing and/or using visual media.</p> <p>Ability to provide information and assistance to end users at all levels in a clear and concise manner</p>
<p>Leadership and Management</p>	<p>Ability to motivate and inspire others</p>
<p>Planning and Managing resources</p>	<p>Plans, prioritises and organises work to meet deadlines and achieve objectives on time</p> <p>Strong organisational and administrative skills with good attention to detail</p>

Teamwork	Works collaboratively in a team and with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems Ability to work calmly under pressure
Other	Understanding of College priorities and values