

Job Title - Space Assistant

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

Job Description
<p>Purpose of Role</p> <p>The CCW Spaces project brings together multi-disciplinary functions, services and resources, for internal and external spaces development. The project is dedicated to enhancing the student experience and provide innovative solutions to problem solving including the implementation of new spaces.</p> <p>The Space Assistant will report into the Senior Space Supervisor, who is responsible for managing and developing CCW's off campus space at Millbank Tower, located in Westminster.</p> <p>You will contribute to the development of the professional practice model for students. This will include identifying practical solutions, developing best practices, maintaining a working overview of all activities, such as upcoming events as well as ensuring the space is optimised and fit for purpose.</p> <p>The postholder will contribute to the development and promotion of safe working practices and business continuity.</p> <p>This role is not considered suitable for remote working.</p>

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 Millbank Tower 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 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

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

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, Academic Teams, Building Operations & Estates Teams, 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: 31st May 2023

HERA code: 001923

Person Specification	
Specialist Knowledge/Qualifications	<p>Good working knowledge of Health and Safety requirements, including carrying out risk assessments</p> <p>Qualified first aider or willing to undertake training to obtain certification</p> <p>IT skills, including databases, word processing and spreadsheets</p> <p>Excellent organisational, administrative skills and attention to detail skills</p>
Relevant Experience	<p>Experience of space management and/or working in multifunctional bookable spaces</p> <p>Experience of working in a front facing and busy environment liaising with diverse stakeholders</p> <p>Experience of working in an HE or FE Institution or equivalent creative practice environment is desirable</p>
Communication Skills	<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>
Leadership and Management	<p>Ability to motivate and inspire others</p>
Planning and Managing resources	<p>Plans, prioritises and organises work to achieve objectives on time and meet deadlines efficiently</p>
Teamwork	<p>Works collaboratively in a team and with different professional groups - understanding competing needs and able to offer solutions to set priorities</p>

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
Other	Understanding College priorities and values
<p>Note: Please make sure you provide evidence to demonstrate clearly how you meet these criteria, which are all essential unless marked otherwise. Shortlisting will be based on your responses.</p>	