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Job Title - Senior Space Supervisor

| Job Description | |
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| College/Service Camberwell Chelsea Wimbledon | Location Peckham Levels |
| Contract Length: 12 Months FTC | Hours per week / FTE 35hrs per week / 1FTE Monday to Friday: 10am - 6pm |
| Accountable to CCW Spaces Project Manager | Weeks per year 52 Full-time |
| Salary £36,532 - £44,865 per annum | Grade: 4 |

| Job Description |
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| Purpose of Role 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 provision of innovative solutions to problem solving including the implementation of student professional development spaces. The Senior Space Supervisor is responsible for managing and developing CCW's offsite space at Peckham Levels in Peckham and Millbank Tower in Chelsea. This newly acquired space (off campus) will deliver a model of professional practice for CCW students, as well as a programme of events. The Senior Space Supervisor role works alongside the project manager to support the development of the space model. This will include identifying practical solutions and best practices, maintaining a working overview of all activities, such as upcoming events and student learning activities, supporting and working with users and relevant teams to ensure the space is well managed and fit for purpose. The Senior Space Supervisor will be the first point of contact for students working in the space, and as such will ensure that the space use is optimised, meets the College mission of space usage and that College values and best practices are established and upheld. The Space Supervisor role will work with minimal day-to-day line management. The postholder will contribute to the development and promotion of safe working practices and business continuity. This role is not considered suitable for remote working. |

Duties and Responsibilities

- Initially working in tandem with Project Manager to ensure that the space manifestos meet all agreed criteria of use and understand any limiting factors.
- Facilitate the co-design of the space (by students, project team and academic leads) to enable professional practice learning and independent study to take place.
- Contribute to the development of a robust external space model.
- Develop an understanding of space needs, to aid the Chelsea, Camberwell and Wimbledon (CCW) Building Operations team in developing appropriate solutions.
- Co-design governance with the project team to deliver and maintain best practices.
- Contribute to feedback and evaluation of space usage, including gathering data on uptake, future bookings and user feedback on suitability of spaces.
- Develop, manage and maintain local systems, such as, asset registers for college furniture and equipment.
- Manage the use of booking systems to facilitate space usage in a systematic manner, provide visibility of use in a timely manner and enable effective forward planning and prioritisation.
- Overall responsible for the management of health and safety duties and responsibilities, such as local risk assessments.
- Manage access to and from the building 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.
- Maintain a safe working environment including local resources i.e., furniture and equipment; reporting and escalating issues to relevant colleagues and taking responsibility for following up to ensure prompt resolution.
- Supporting the Building Operations Manager in the planning and delivery of building projects, including minor and summer works and aligned budget preparation.
- Identifying and escalating critical issues and requirements relating to infrastructure, furniture and equipment to the Building Operations Manager in a timely manner.
- Managing daily operational tasks, such as, waste management, postal deliveries and collections between the hours of 10am - 5pm, delivery of goods.
- Manage all events and activities on the Peckham Levels site, ensuring adherence to local and UAL governance.
- Act as Fire Marshal for UAL and First Aider.
- Manage support team member.

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

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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).

| Job Description | |
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- 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.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

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| <p>Key Working Relationships –</p> <p>Post graduate Students, Senior Academic Team, Building Operations team & Estates, Professional Practice Manager, Timetabling, Health and Safety advisor.</p> |
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| Specific Management Responsibilities | |
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| 1. Strategic Planning: | Developing and implementing the organization's long-term vision and goals. |
| 2. Resource Allocation: | Efficiently distributing financial, human, and material resources across departments. |
| 3. Performance Monitoring: | Establishing key performance indicators (KPIs) and tracking progress. |
| 4. Communication: | Facilitating clear and effective communication between all levels of the organization. |
| 5. Team Building: | Fostering a positive work environment and encouraging collaboration. |
| 6. Risk Management: | Identifying potential risks and implementing mitigation strategies. |
| 7. Compliance: | Ensuring the organization adheres to relevant laws, regulations, and industry standards. |
| 8. Innovation: | Promoting creative thinking and the adoption of new technologies. |
| 9. Customer Satisfaction: | Implementing strategies to enhance the customer experience. |
| 10. Reporting: | Providing regular reports to the board of directors and stakeholders. |

Budgets

| Devolved Consumables Budget | |
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| 2019/20 | £1,000,000 |
| 2020/21 | £1,000,000 |
| 2021/22 | £1,000,000 |
| 2022/23 | £1,000,000 |
| 2023/24 | £1,000,000 |
| 2024/25 | £1,000,000 |
| 2025/26 | £1,000,000 |
| 2026/27 | £1,000,000 |
| 2027/28 | £1,000,000 |
| 2028/29 | £1,000,000 |
| 2029/30 | £1,000,000 |
| 2030/31 | £1,000,000 |
| 2031/32 | £1,000,000 |
| 2032/33 | £1,000,000 |
| 2033/34 | £1,000,000 |
| 2034/35 | £1,000,000 |
| 2035/36 | £1,000,000 |
| 2036/37 | £1,000,000 |
| 2037/38 | £1,000,000 |
| 2038/39 | £1,000,000 |
| 2039/40 | £1,000,000 |
| 2040/41 | £1,000,000 |
| 2041/42 | £1,000,000 |
| 2042/43 | £1,000,000 |
| 2043/44 | £1,000,000 |
| 2044/45 | £1,000,000 |
| 2045/46 | £1,000,000 |
| 2046/47 | £1,000,000 |
| 2047/48 | £1,000,000 |
| 2048/49 | £1,000,000 |
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| 2070/71 | £1,000,000 |
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| 2096/97 | £1,000,000 |
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| 2098/99 | £1,000,000 |
| 2099/00 | £1,000,000 |
| 2100/01 | £1,000,000 |
| 2101/02 | £1,000,000 |
| 2102/03 | £1,000,000 |
| 2103/04 | £1,000,000 |
| 2104/05 | £1,000,000 |
| 2105/06 | £1,000,000 |
| 2106/07 | £1,000,000 |
| 2107/08 | £1,000,000 |
| 2108/09 | £1,000,000 |
| 2109/10 | £1,000,000 |
| 2110/11 | £1,000,000 |
| 2111/12 | £1,000,000 |
| 2112/13 | £1,000,000 |
| 2113/14 | £1,000,000 |
| 2114/15 | £1,000,000 |
| 2115/16 | £1,000,000 |
| 2116/17 | £1,000,000 |
| 2117/18 | £1,000,000 |
| 2118/19 | £1,000,000 |
| 2119/20 | £1,000,000 |
| 2120/21 | £1,000,000 |
| 2121/22 | £1,000,000 |
| 2122/23 | £1,000,000 |
| 2123/24 | £1,000,000 |
| 2124/25 | £1,000,000 |
| 2125/26 | £1,000,000 |
| 2126/27 | £1,000,000 |
| 2127/28 | £1,000,000 |
| 2128/29 | £1,000,000 |
| 2129/30 | £1,000,000 |
| 2130/31 | £1,000,000 |
| 2131/32 | £1,000,00 |

| Staff |
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| None |
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Other (e.g., accommodation; equipment)

Practice Studios/Meanwhile Spaces, furniture, and equipment.

Signed (Recruiting Manager)

Date of last review:

HERA code:

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| Person Specification | |
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| Specialist Knowledge/ Qualifications | <p>Practical knowledge of managing multifunctional environments and supervising those undertaking a broad range of activities within them.</p> <p>Good working knowledge of Health and Safety requirements, including carrying out risk assessments and introducing safe systems of work</p> <p>IT skills, including databases, word processing and spreadsheets</p> <p>Excellent administrative and customer service skills with a proactive and timely approach to providing a high-quality customer service</p> <p>Strong organisational and administrative skills with good attention to detail</p> <p>Ability to work calmly under pressure</p> |
| Relevant Experience | <p>Experience of supervising others carrying out a broad range of creative activities within bookable spaces</p> <p>Experience of working in a busy workplace and balancing competing demands on time</p> <p>Desirable: Experience of working in an HE or FE Institution or equivalent creative practice environment</p> <p>Qualified first aider</p> |
| Communication Skills | <p>Communicates effectively orally, in writing and/or using visual media.</p> <p>Ability to provide advice, information, and assistance to end users at all levels in a clear and concise manner.</p> |

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| Leadership and Management | Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance |
| Planning and Managing resources | Plans, prioritises and organises work to achieve objectives on time – optimising the use of resources and able to feedback qualitative & quantitative data as required |
| Teamwork | Works collaboratively in a team and with different professional groups – understanding competing needs and able to offer solutions to set priorities |
| Student Experience or Customer Service | Provides a positive and responsive student or customer service, understanding KPIs and College priorities |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems |