Job Description

Summary

Job title	Senior Space Management Officer
Division	UAS -Estates Services
Department	Estates Services - Space Management
Location	The Malthouse, Tidmarsh Lane, Oxford OX1 1NQ Hybrid working is possible in agreement with the Head of Space Management with a minimum of 2 days per week
Grade and salary	Grade 8: £50,067 - £59,396 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Space Management
Vacancy reference	189269

The role

The University of Oxford manages over 300 properties across its functional estate, comprising approximately 30,000 spaces and 600,000 m² of floor area. Estates Services supports the University's world-leading teaching, research and related activities by providing and managing accommodation for its Divisions, Departments and Faculties.

The Senior Space Management Officer will join the Asset and Space Management team, which is responsible for managing the University's property assets and space. The team's remit includes space planning and allocation, commercial property management, strategic option appraisals, town planning, and management of the Graduate and Residential portfolio.

This role, which sits within the Space Management Team, has arisen in response to growing demand for space management support, with an increasing focus on space efficiency. Space Management has a broad remit, including managing space allocations, providing space planning and space modelling support to departments, reviewing and challenging space efficiency, championing shared teaching, options appraisal and development of project briefs and managing the Small Works Fund.

This role will support the detailed assessment of space requirements across academic and professional services departments, aligning needs with appropriate solutions in line with University priorities. A key focus will be the development and implementation of a comprehensive space efficiency strategy to

support departments, optimise space use, and enable the University to meet its strategic objectives. The postholder will also manage related initiatives, including departmental space reviews, contributions to the Capital Planning process, development of a shared teaching strategy, and support for the Head of Space Management in delivering the University's space strategy and policies.

The role involves the management and delivery of strategic space-related projects, and the resolution of complex space management issues, with responsibility for evaluating proposals, reviewing and interpreting complex qualitative and quantitative information, and assessing the implications of space-related decisions. The Senior Space Management Officer will develop and present recommendations to senior officers, academic colleagues, and relevant committees, working closely with stakeholders and demonstrating strong negotiation skills, initiative, professional judgement in developing effective solutions where established guidance does not provide a straightforward outcome.

Flexible working

This is a full-time post. Hybrid working is possible in agreement with the Head of Space Management with a minimum of 2 days per week being worked at the Malthouse.

Responsibilities

- Engage with representatives across the academic divisions, University Administration and Services, and GLAM to develop an informed understanding of their strategic objectives, operational activities, and current and future space requirements, demonstrating a high degree of sensitivity
- Establish and maintain effective working relationships with a wide range of stakeholders, exercising discretion, diplomacy, and a high degree of professionalism at all times
- Contribute to the articulation and documentation of divisional academic and estate priorities, ensuring these are accurately reflected in space planning considerations
- Lead strategic discussions on immediate and longer-term space demands, developing and evaluating options and making recommendations to the Head of Space Management and other senior decision-makers. Provide line management for the Space Management and Data Officer, including setting objectives, supporting development, and overseeing performance
- Facilitate regular engagement with divisional representatives, senior administrators, and departmental colleagues to support the ongoing review of space needs across the collegiate University
- Lead the development and ongoing delivery of departmental Space Reviews, working in collaboration with the Space Planner; exercising professional judgement in assessing complex and competing requirements, supporting departments in the preparation of space and project briefs, assessing requirements against University Space Guidelines, and developing clear, evidence-based options and recommendations to optimise the use of space and meet departmental needs.
- Prepare and draft committee papers and reports for the University's Buildings and Estates Sub-committee and other relevant committees; overseeing the timely compilation and analysis of information and ensuring compliance with University Standing Orders and governance requirements.
- Actively participate in and present to internal University committees (such as BESC and EISC) and divisional forums, providing subject-matter expertise and recommendations to influence space management decisions. Participate in external professional bodies (such as the AUDE Space Management Group) to identify relevant sector best practice and opportunities for its application within the University.
- Manage specialist consultants, contractors and space management suppliers, and contribute to the development and ongoing oversight of a framework of consultants and suppliers
- Manage and coordinate a range of space-related projects, including coordinating meetings and workshops, working with the Space Management and Data Officer to maintain accurate records, and monitoring actions and progress

- Lead sensitive discussions relating to competing space demands, changing operational requirements, and proposed alterations to existing occupancy arrangements, exercising diplomacy, discretion, and political sensitivity to secure stakeholder engagement and support the delivery of University priorities.
- Take responsibility for complex space management cases, exercising professional judgement to assess competing academic and operational requirements, develop appropriate options, and recommend solutions where established guidance does not provide a straightforward outcome.
- Liaise with Purchasing to develop tender documentation for the procurement of consultants, in accordance with University policies, and support the establishment of consultant frameworks as required
- Contribute to the ongoing development of the University Space Policy and associated guidance, reviewing best practice and applying lessons learnt to projects
- Take responsibility for the development and implementation of a space efficiency strategy, identifying opportunities to optimise the use of the University's estate; developing and evaluating approaches to improve utilisation, enabling departments to implement change, constructively challenging space growth and existing modes of working, and promoting the effective sharing of space
- Manage the ongoing review and rolling programme of Functional Suitability, working closely with the Space Management and Data Officer; coordinating site visits and facilitating assessments with departments as required
- Provide guidance and advice to departments and divisions on space allocation governance
- Manage the space handover process, liaising with departments to coordinate timings and ensuring the involvement of appropriate stakeholders within Estates Services, as well as Insurance and IT Services teams
- Present available properties to prospective users, arranging site visits where required
- Working with the Strategic Space Analytics & AI Lead to interpret and present complex information in clear reports for submission to senior University committees, including the use of plans, maps and data visualisations where appropriate
- Manage the review and refinement of Statements of Need for proposed projects, drawing on detailed analysis of relevant information and working closely with the Head of Space Management, Head of Capital Projects, Planning & Council Secretariat, and Divisional Strategic Planning Leads to formulate clear recommendations for consideration through the University's capital planning process.
- Contribute to the assessment and prioritisation of proposed minor and strategic projects, informing their consideration by the Estates Investment Sub-Committee (EISC) for inclusion in the University's Capital Plan.
- Provide advice and guidance to departments and divisions on space management and allocation governance, delivering briefings and facilitating workshops where appropriate to promote the consistent application of University Space Policy and Space Guidelines.
- Undertake any other duties commensurate with the grade as requested by the Head of Space Management

Selection Criteria

Essential Criteria

- Educated to degree level or equivalent professional experience in a relevant field (e.g. space management, estates management, space planning, or a related discipline)
- Experience of space planning, estates management, or a related environment, with a good understanding of how space supports organisational objectives and a demonstrable awareness of space management issues
- Experience of working with a wide range of stakeholders in a complex organisation, with the ability to build effective working relationships and communicate at a senior level

- Strong analytical and evaluative skills, supported by a high level of numeracy, with the ability to interpret complex information, develop pragmatic solutions, and present clear, evidence-based recommendations
- Excellent written and verbal communication skills, with experience of drafting clear reports and papers, and presenting information and recommendations to senior audiences
- Demonstrable ability to influence and negotiate effectively, including constructively challenging requirements and supporting the adoption of new approaches
- Ability to exercise sound judgement, discretion, and a high degree of sensitivity when dealing with complex or sensitive issues
- Strong organisational and project management skills, including the ability to manage complex consultation and engagement processes, balance differing priorities, and deliver space-related proposals
- Experience of working within formal governance frameworks, with an understanding of committee processes and decision-making procedures.
- Demonstrable experience of line managing staff including setting objectives, supporting development and managing performance

Desirable Criteria

- Experience of working within a higher education or similarly complex institutional environment
- Knowledge of space management principles, including space utilisation analysis or workplace strategy
- Familiarity with the development of business cases or Statements of Need
- Understanding of governance, policies, and procedures within a University
- Proficiency in the use of relevant IT systems, including data analysis and presentation tools
- Experience of managing external consultants or suppliers.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years

we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them. Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: https://estates.admin.ox.ac.uk/home

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- Ensure the University can meet the requirements of government, funding bodies and other external agencies; and facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: https://staff.admin.ox.ac.uk/structure-and-organisation/professional-services-and-university-administration

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
- Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly Katie Scheinkonig, Interim Director of Asset and Space Management

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at https://staff.admin.ox.ac.uk/thriving-at-oxford

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See Life in Oxford | Oxford University Jobs

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://hr.web.ox.ac.uk/family-leave). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society