

# Space Data Planner (Information and CAD) - development opportunity

This is an excellent opportunity for a proactive and self motivated person with an interest in facilities management software and space planning to develop their skills and experience.

During the first 18 months the postholder will have responsibility for specific areas, as detailed below in the main duties, and will contribute or work with others on the more complex aspects of the role. The level of responsibility and complexity will increase as the postholder's skills and experience develop. A flexible training and development programme will be in place to support development with an expectation that within a period of 18 months the postholder will be able to carry out the full remit of the role to an acceptable standard. The successful candidate will commit to an agreed training plan and agreement.

After 18 months the postholder will be able to take a lead role in the development of CAFM software, ensuring that it is an accurate source of useful data for a wide variety of users across the University. Initial priorities relate to space planning and space management as well as Planned Preventative Maintenance roll out and monitoring jobs logged on the portal however it is anticipated that the usage of the software will grow over time as we add additional modules relating to estates management.

Attention to detail and accurate reporting are essential skill sets for the post, as is effective communication with University staff, students and contractors. As part of a busy team a flexible approach to working will be essential and whilst the role revolves around bespoke software, this software relates to an estate in the region of 80,000m<sup>2</sup> and it will be essential that in situ checks (relating to space usage or job requests ) are undertaken around the University Estate.

Translating data into useful reports is a key aspect of the role and therefore the post holder will be an adept communicator, able to report to relevant groups and committees authoritatively, as well as ensuring that users are kept informed of job progress and maintenance staff are directed in relation to job priorities.

**Closing date: Sunday 17 Sep 2017**

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## Job details

Salary	Band 4, £18,776 - £20,989 pa moving to Band 5 £21,220 subject to successful completion of development programme and achievement within the role
Hours	Full time, 37 hours a week
Start	As soon as possible
Duration	Permanent
Responsible to	Facilities Office Manager
Responsible for	N/A
Interview date	To be confirmed

## Facilities

For more information about the department visit the [Facilities website](#).

## Meet the team

## Background

The University of Worcester is a high quality University with a reputation for excellent, inclusive education, as well as a dynamic engine for social and economic development in the region. We are known for creative, high achieving work with partner organisations and for promoting equal opportunities.

The Henwick Grove site in St Johns is located close to the city centre in Worcester and is within 43 acres incorporating non-residential and residential buildings of a range of ages and designs. There are extensive playing fields and the campus is attractively landscaped. The residential student Halls provides over 750 bed spaces.

The second site in the City Centre is the former Worcester Royal Infirmary, The site has an area of acres with over 5,400m<sup>2</sup> of academic, office and ancillary space. The site is within walking distance of the St Johns site at Henwick Grove and has potential for a mixed use development; it currently has 2 student halls providing 176 bed spaces.

The University has also recently opened its Riverside Campus on Hylton Road which comprises of the Riverside Building and The Worcester Arena. The Arena is a state of the art sports facility specifically designed to meet the needs of a wide range of people from elite athletes through to general community users. This £15m facility is one of the first in the UK to have been specifically designed to meet the needs of disabled users.

The University also has a number of satellite sites ranging from sports fields to accommodation.

The Estates team are based within the Facilities Department, which covers a wide range of services within University of Worcester, including Halls of Residence, Cleaning, Porters, Grounds, Reception, Commercial bookings and Catering. We also work very closely with Student Services supporting the University Community Development

Students living and studying on campus come from a range of backgrounds, cultures and communities and the primary task of the Facilities department is to ensure all University of Worcester students live in a high quality, harmonious, secure, tolerant and respectful environment conducive to learning and personal development.

## Main duties

**During the first 18 months in post the postholder will be responsible for:**

1. To liaise with all University Departments to ensure all data on room and space allocations is accurate and up to date. Undertake frequent room inspections to ensure accuracy of the database, structuring of room numbering, office layouts and overseeing the procedures of space ownership across the University.
2. To work closely with the Helpdesk Administrator, ensuring all job requests are allocated to appropriate colleagues in Estates & Facilities. Understanding how SLA's are structured within the workflow procedures.
3. To be responsible for the management and collation of the Estates & Facilities shared network resources; ensuring all information including building drawings and records are accurate and up to date. Manage the Estates Services Library, ensuring information such as Operation and Maintenance Manuals are readily available for Estates Staff during the course of their work. This will include making sure all relevant information is correctly stored within CAFM and Compliance Software.
4. To establish and monitor a protocol for storage of drawings and rewriting for procedures to be undertaken within AutoCAD plans. This will involve confirming layers required and ensuring all plans are polylined to the standards expected.
5. To support the Service Development Manager with any new service improvements which are required across the Facilities department.
6. To oversee within Facilities the preparation of the annual Estates Management Statistics return and other documentation relating to estates related data. The post holder will be responsible for improving the information the Facilities department provides to the return, arranging views and data from the FM software.
7. To undertake training sessions for University staff and Students, ensuring the correct use and understanding of the systems used within Facilities. This will involve presenting to teams, creation of training documentation and collating user feedback to support further developments.
8. To develop processes and procedures which will see the Facilities department improve the mobile working environment, implementing the necessary software which will allow teams to efficiently and effectively receive work requests and information, wherever they are based on University sites.

During the first 18 months in post the postholder will contribute to and after 18 months in post the postholder will be responsible for:

9. To be responsible for the day to day development of the CAFM software for all University buildings, including the operational development and accuracy of the database. This will involve reviews of the complex data structure within the software and modifying to improve performance where possible.
10. To implement and utilise specialist software modules, purchased by the University within the current FM software. This will involve a high level of data gathering, decision making on procedures and making sure the specialist software modules are successfully rolled out.
11. To be responsible for the integration of the various software systems currently in place within Facilities. This will involve making sure data is correctly matched between the range of software services required, including Archibus, Kx, ZetaSafe, Scientia and many more.
12. To develop exception reporting systems linked to KPI's to enable colleagues in Estates & Facilities to monitor and track performance. Prepare regular space allocation reports and assist with the allocation of space across the University estate. Attendance at meetings to report on space and maintenance related issues and able to take minutes as required.
13. To liaise closely with colleagues in Estates & Facilities to develop the type, quantity and quality of management information produced, to assist in the day to day operation of services as well as informing strategic planning of the University's estate.
14. To have a working knowledge of AutoCAD and Revit, regularly using the software to accurately update University plans in house, showing great attention to detail. There will also be an expectancy to understand the procedures of linking AutoCAD / Revit drawings to the live FM Software database, managing any changes within the software. This will be particularly vital for the Estates teams to make sure they are operating from current and relevant drawings / data.
15. To be responsible for the change management process in relation to UoW Projects and Refurbishment works. This will involve working with the Facilities Projects team, to ensure all changes to the Estate are accurately recorded, in a timely manner, across all systems used within the University
16. To supervise the Data Apprentice within the department, overseeing workloads and giving training on how the apprentice can develop their skills further.
17. To take a lead role in reporting on compliance related issues, ensuring all compliance documentation is stored and updated as appropriate. This includes managing the University's Compliance software (ZetaSafe) and related asset registers. This will involve cross departmental working as we ensure compliance on a wide variety of equipment is covered and available to view by various staff members within the University.
18. To assist the Head of Estates Services and Service Development Manager comply with BIM legislation 2016 and enhance the software and procedures in place.

This document outlines the duties required for the time being of the above post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the Service Development Manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

\*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.

\*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.

\*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

## Person specification

Please provide evidence of how you meet each of the essential criteria.

### Essential Criteria

1. High level of numeracy and statistical analysis techniques with the ability to analyse, interpret and present complex sets of information, and an ability to demonstrate a logical approach
2. Ability to communicate confidently and clearly to a wide range of people both orally and in writing, including effective report writing

3. Good analytical skills and ability to organise and present data into high quality management information
4. Experience of using large and/or complex databases and bespoke software with an understanding of how data is constructed, manipulated and extracted
5. Excellent IT Skills and proven experience of working with MS Excel and Access, including the ability to write and use appropriate formula
6. Evidence of a proactive approach and aptitude for learning
7. Ability to work with accuracy and attention to detail
8. Excellent organisational skills with the ability to prioritise own workload and work to deadlines using own initiative
9. Enthusiastic team player with a helpful customer focused attitude
10. A professional, conscientious and flexible approach to work
11. Experience of Working within a high volume and fast paced environment and the ability to remain calm under pressure

**Desirable Criteria**

1. Experience using CAFM Software and AutoCAD
2. Experience in a property related role
3. Archibus Experience

**Applications from Non EEA Workers:**

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction.

Prospective applicants in points-based system immigration routes should assess their circumstances against the published criteria, which are set out on the GOV.UK website at [www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration).

Visit [www.naric.org.uk/visasandnationality](http://www.naric.org.uk/visasandnationality) for more information on how you can use a qualification from outside the UK to meet the requirements of the immigration rules.

**Unspent convictions, cautions and bind-overs**

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.

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<http://www.worcester.ac.uk/community/job-vacancy-space-data-planner-information-and-cad3.html>