

**Space and Data Manager 1 FTE  
Permanent**

**The Role**

---

<b>Job Title</b>	Space and Data Manager
<b>Location</b>	Glasgow, Garnethill Campus
<b>Reports to</b>	Director of Estates and Infrastructure
<b>Purpose</b>	The post holder will have overall responsibility for the quality, accuracy, collation, upkeeping and availability of space related data for the entire Estate. This is to inform estate planning and reporting. The post holder will be responsible for leading/ managing the design and planning for space configurations and alternatives uses of space.

**Principal Accountabilities**

The post-holder needs to pro-actively build and maintain an up to date database of space and other property related information. In addition, to use this information to help move towards a more sustainable estate, support culture change and deliver solutions to aid changes in growth and delivery. The role requires an individual who can work independently in a fast-paced environment and respond quickly to change to deliver best value for GSA.

The Space and Data Manager will lead on establishing, implementing and reviewing policies and procedures which are intended to maximise effective and efficient use of the University Estate.

- Working with key stakeholders take the lead to establish space solutions to accommodate changes in student and staff numbers along with research requirements or pedagogy changes. This should be in relation to the Strategic Plan, Estates and Digital Strategies.
- Take the lead on delivering the Inclusive Design Strategy with a roll out of general improvements to campus alongside bespoke solutions for individual students and staff as required.
- To lead on and improve a space data base of all GSA buildings owned and leased. To run reports from this database to help with management and review of estate.
- To lead on and improve a data base of drawings of all GSA buildings owned and leased. Within these drawings highlight inclusive and accessible features. This should include information from Operational Manuals on electrical, mechanical, plumbing and sprinkler information.
- To organise and implement an on-going process for acquiring/ integrating space information, including arranging departmental surveys, equipment inventory, areas, functions and lease information. To lead on and improve a web interface for this information and an easy customer interface to update data.
- To support the procurement and implementation of a new Computer Aided Management (CAFM) system.
- To lead on and keep up to date measurement survey information of the campus buildings

- Provide and co-ordinate information for internal and external reports on the estates
- To engage in network of space officers and managers within AUDE in order to share best practice, learn from others and implement within the GSA campuses.
- To **lead on** and keep up to date the Space Management Policy and set the Agenda for the Space Management meetings.
- To provide information for and prepare draft papers and presentations for the Director of Estates and Infrastructure to review for Committees as required. Ensure necessary approvals are obtained in good time in line with programme requirements. To present these proposals at Senior Leadership Group.
- To demonstrate estates optimisation by defining and reviewing key performance indicators (KPI) for space and reporting annually on performance and trends. This is to help towards a more sustainable campus.
- To take the lead on and organise at least annual Space Utilisation studies of the campus and summarise the findings (occupancy and frequency figures) into useful recommendations. To supplement this with the use of access card data. To carry out other adhoc utilisation surveys as required.
- To prepare and co-ordinate the HESA submission
- Completing Equality Impact Assessments for any new or updates to policies.
- Undertake any other duties as the Director of Estates and Infrastructure may reasonably request
- Be line manager for the Year-out Architect.

### **Relationships**

#### **Principal Internal Contacts:**

- Director of Estates and Infrastructure, Head of Estates Operations, Director and Senior Leadership Group
- Heads of Academic Schools/Professional Support Departments
- Wider Estates Directorate
- Staff, students and stakeholders

#### **Principal External Contacts:**

- AUDE Space Management Group network

### **Person Specification**

#### **Experience / qualifications**

- Educated to degree level in architecture, building surveying, interior design or other related discipline.
- Experience in data analysis and data management
- Proficient with CAD and MS Excel including pivot tables
- Excellent report writing and fully IT literate with a proficiency in spreadsheets and databases
- Experience of planning, reporting and presenting

**Skills and attributes**

- Excellent organisational skills
- Ability to collect and analyse information
- Excellent communication, interpersonal and influencing skills
- Excellent Team Player
- Ability to work autonomously and to use own initiative.
- Ability to work under pressure, prioritise and work to deadlines.

**Terms and Conditions**

<b>Contract</b>	Permanent
<b>Probationary Period</b>	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of GSA. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
<b>Salary</b>	Grade 7 (£42,978 - £54,395) per annum
<b>Hours</b>	35 hours per week
<b>Holidays</b>	35 days plus 11 statutory holidays per annum
<b>Pension</b>	Option to join the Local Government Superannuation Scheme
<b>Notice Period</b>	3 months

**To find out more information about the Glasgow School of Art, please visit our website;**

<http://www.gsa.ac.uk/>