**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>ESTATES BUILDING COORDINATOR-SPACE</th>
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</thead>
<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>ESTATES</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>RHUL 5</td>
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<td><strong>Accountable to:</strong></td>
<td>SPACE MANAGEMENT OFFICER</td>
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<tr>
<td><strong>Accountable for:</strong></td>
<td>PORTERS</td>
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**Purpose of the Post**

The post holder is responsible for overseeing small departmental moves & supporting the Space Management Officer (SMO) & the Strategic Space Manager (SSM) with Project Management, Reporting & Administrative duties.

**Key Tasks**

- **a)** A key element to this role is working alongside the Estates Building Coordinators (EBC) and liaising with departmental contacts on work being carried out within buildings due to office relocations.

- **b)** Conduct building & departmental analysis when appropriate by collection raw data (footfall, room occupancy etc) and make recommendations to SMO & SSM.

- **c)** Interface with EBC’s on space related issues.

- **d)** To report to the SMO on all upcoming potential moves with input on resource requirements, logistics etc. Should include recommendations on whether it needs to be escalated to a moves project.

- **e)** Process all Space related filming requests for Media Arts students.

- **f)** Organise and oversee the Teaching Space Survey for both the autumn and spring term. Managing the recruitment process, completing the paperwork for Human Resources, completing the work schedule and recording hours worked by Surveyors. Escalating any issues to the SMO & SSM.
g) Deal effectively with space related project or associated enquiries received by the Estates Department, assessing the urgency and importance of them, using initiative to investigate and make appropriate decisions and ensuring that such enquiries are dealt with effectively and efficiently at the right level within the organisation and reported in a timely manner to the SSM.

h) Deputise for EBC’s during absence

i) Liaise with EBC’s regarding moves resources involving porterage (schedules, timescales and numbers). Also medium term planning of porterage workload and interface with upcoming minor moves projects

j) Involvement in EBC’s operational meetings to have a clear understanding of issues, resources, commitments and interface with spatial demands

k) Set up and maintain with hands on approach; appropriate office systems for efficient electronic record management for estates space related projects, ensuring consistent naming of documentation and effective retention/archiving.

l) Coordinate with estates staff, consolidate and maintain a directory for Departmental Space Management related contacts, primarily those that are project related.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: