Department: Strategic Space Management

Post Title: Space Surveyor Assistant (Temporary part-time posts, fixed term: Monday 06th November – Friday 17th November 2017)

Grade: Grade 1

Reports to: Strategic Space Manager

Responsible to: Estates Department

**Purpose:**

The purpose of this role is to survey and record the actual usage of specified lecture and study accommodation spaces in order to establish occupancy rates at specific sample times.

**Requirements:**

Space Surveyor Assistants need to be presentable, numerate and physically be able to access a given route on a regular and frequent basis and to accurately count and record occupancy numbers.

**Duties and responsibilities:**

1. To visit each lecture theatre or study room at given intervals and to record the number of students/persons occupying the available space within the area concerned.

2. To enter each room discreetly and, where appropriate, to announce and/or explain the purpose of the visit in an unobtrusive manner.

3. To count the actual numbers of occupants quickly and accurately and to record this on the record sheet (this must be done in a set format).

4. To submit a completed survey form at the end of the rostered duty period as directed.

5. Maintain a professional standard of dress, punctuality, integrity, honesty and politeness to University facility users.

As the needs of the Space Survey Assistant change so the job profile and duties of this role may be subject to adjustment accordingly.

October 2017