

Job Description

Job title Head of Space and Resource Management

Faculty/Directorate Estates & Facilities Directorate

Grade: H

Role profile: SMH1

Full time

Permanent

	Duties of the role
Overall purpose of the role	The Head of Space and Resource Management, will lead the strategic space planning and resource function at DMU, ensuring the efficient and effective utilisation of the university estate in alignment with academic and operational objectives. The role involves leading on high level and operational space and resource solutions, developing long-term and flexible space strategies, overseeing operational space planning, and managing key staff responsible for space and resource services. As the university's central point of contact for space and resource allocation, the postholder will work closely with faculties, professional services directorates, and university leadership to ensure space is aligned with institutional priorities and allocated in support of strategic goals. The role requires proactive stakeholder engagement and cross-university collaboration to ensure that space provision effectively meets both current and future needs. The postholder will be an integral part of the delivery of DMU's new campus masterplan and smart campus vision, which includes plans for divestments and modernisations of DMU's estate. They will advise the Director of Estates and the University Leadership Board (ULB) on matters relating to resource allocation and space planning, through a key role in the Space Planning Committee, which will report into a sub group of the ULB.
Main duties and responsibilities	<u>Line Management</u> • Direct line management of the Space Planning Officer and Digital Design Manager. • Provide strategic direction to the Space Planning Officer and Digital Design Manager for the University • Lead on the continuous professional development and succession planning of the Space Planning Team to ensure resilience and future leadership capacity. <u>Strategic Space Planning</u> • Lead the development and maintenance of campus masterplan space modelling, including scenario planning for growth, consolidation, divestment, decant, refurbishment, utilisation improvement, and future ways of working. • Forecast future space requirements using evidence-based modelling, benchmarking, and stakeholder input. Collaborative working with Director of Faculty Operations to understand future space requirements.

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	• Contribute to the development of university-wide strategies related to estates, sustainability, digital transformation, and space efficiency. <u>Operational Planning & Delivery</u> • Lead the space planning and allocation process across academic and professional service areas, advising the Space Planning Committee. • Ensure efficient and effective use of space, identifying opportunities for rationalisation, repurposing, or optimisation. • Leadership and management of special room move projects, coordination of all stakeholders and service providers. <u>Process Improvement & Innovation</u> • Drive the development of systems and processes to improve space data reliability, reporting accuracy, and overall service delivery. • Champion the use of technology and digital tools in space analysis and scenario modelling, university wide, for informed decision making. <u>Space Utilisation</u> • Lead annual space utilisation surveys, data analysis and report creation. • Benchmark against sector norms. • Improve occupancy and frequency rates of teaching and office spaces. • Collaborate with the department colleagues in the utilisation of all available technology to monitor space utilisation

Data Management

- Establish and maintain a single source of truth for space data, ensuring building, floor, room, capacity, utilisation, CAD, CAFM and timetabling data are accurate, governed and aligned.
- Maintain compliance with Higher Education Statistics Agency (HESA) Estate Management Record (EMR) space classifications.
- Develop reports and Business Intelligence (BI) dashboards, associated reports and raw data queries for estates leadership and committees.

Operational Planning Delivery

- Lead stakeholder engagement and change activity associated with space moves, new workplace models, desk booking, shared space adoption and changes to space allocation principles.
- Ensure integration of timetabled space data with estate records.
- Work collectively with Timetabling on the operational use, allocation, optimisation, and rationalisation of centrally bookable teaching spaces.

Policy Development and Compliance

- Develop, gain agreement through governance of and maintain space-related policies.

Finance, Budgetary and Resource Management

- Propose, manage and monitor the departmental budget relating to space management tools, systems, and resources.
- Ensure delivery within budget and identify cost-efficiencies where possible.
- Manage any relevant Space Planning capital allocations.
- Support the Estates Directorate in budgetary compliance.
- Lead budget decisions related to space planning activities.
- Report on capital budgets to the Estates Directorate and Transformation Office.

Performance Reporting

- Develop and present regular performance reports and dashboards, including utilisation analysis, benchmarking, and scenario testing.
- Develop specific Key Performance Indicators (KPIs) aligned to space utilisation targets, estates masterplan, and sector benchmarks.
- Lead on space-related reporting to university committees, supporting investment decisions through data analysis, forecasting, and spatial modelling

Governance of Master Drawings

- Maintain a single source of truth for all master drawings.
- Manage delegated access, updates, and compliance-related drawing layers.
- Liaise with Timetabling to ensure efficient space allocation and utilisation.

Space Planning Committee

- Act as lead adviser and implementer of Committee decisions.
- Manage, articulate and present space proposals to the committee, including stakeholder engagement, and implementation of allocation changes.

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Digital Transformation

- Work effectively with the Digital and Technology Directorate and the Web and Digital team in Marketing and Communications to enable modernisation and improvement of estates digital assets. Signage and Wayfinding
- Oversee internal and external signage strategy, including collaboration with Marketing and Communications on branding
- Collaborate with the Digital and Technology Directorate and Marketing and Communications on ensuring accurate and cyber secure digital space information including through the student app, website, digital signage and space information kiosks.

Centrally Bookable Teaching Spaces

- Coordinate with Timetabling Office on upkeep and design.

Space Standards and Design

- Develop and maintain standards for professional and academic office spaces (including desk booking), digitally enhanced collaborative and social study areas, open-access digital learning environments, research and teaching space fit-outs, and signage and furniture, in liaison with key university stakeholders.

Compliance and Risk Management

- Ensure that space allocation decisions align with all relevant legal, health and safety, and accessibility standards.
- Identify, assess and manage risks related to space allocation, project dependencies, cyber security and data integrity across all estates systems.
- Ensure that all space design and allocation decisions actively support the university's commitment to inclusivity, accessibility, and wellbeing.

General Responsibilities	• Perform any other duties commensurate with the job grade as reasonably required from time to time at the direction of the Estates Directorate. • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. • All members of staff are responsible for their contribution to improved environmental performance and reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the university. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. • Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
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Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and training	A relevant degree or equivalent professional qualification.	Essential		X			X
	Postgraduate qualification in estates, facilities, architecture, business, planning, or a related field.		Desirable	X			X
	Membership of a relevant professional body (e.g., RICS, WIFM, CIBSE, AUDE, or strategic planning equivalent).		Desirable	X			X
	Evidence of continuing professional development.		Desirable	X			X
Experience	Significant experience in estates space planning, strategic estates management or a wider strategic planning function within a complex organisation.	Essential		X	X		
	Demonstrable success in delivering strategic space (or other) planning projects aligned with organisational goals.	Essential		X	X		
	Experience in leading major projects and reporting to institutional committees or governance boards.	Essential		X	X		
	Experience in developing policies, strategies and performance frameworks.	Essential		X	X		
	High digital literacy and a proven ability to improve business processes and reporting through innovative technology use.	Essential		X	X		
	Experience of working with senior leadership and managing key institutional-level stakeholders.		Desirable	X			
	Experience in leading change and managing organisational transformation.		Desirable	X			
	Experience working in a higher education.		Desirable	X			
	In-depth knowledge of space management principles, estate planning, space utilisation metrics, or knowledge of similar macro analysis tools and processes.	Essential		X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Strong understanding of timetabling processes and integration with space data, or understanding of other database interfaces and data integrations.	Essential		X	X		
	Proficiency in the use and administration of CAFM systems or other business administration systems.	Essential		X	X		
	Understanding of HESA Estate Management Record (EMR) standards and compliance, or the use of other standards from similar governance bodies.	Essential		X	X		
	Familiarity with Computer Aided Design (CAD) and its functionality.		Desirable	X			
	Familiarity with BIM (Building Information Modelling) and digital twin concepts.		Desirable	X			
	Knowledge of relevant legislation and standards including health & safety, accessibility, and environmental compliance.		Desirable	X			
Leadership and Personal Attributes	Proven leadership skills with the ability to motivate, influence and develop a high-performing team.	Essential		X	X		
	Strong interpersonal and stakeholder engagement skills.	Essential		X	X		
	Ability to think strategically and translate institutional goals into operational delivery.	Essential		X	X		
	Excellent verbal and written communication skills, with the ability to present complex information clearly.	Essential		X	X		
	Commitment to equality, diversity, and inclusion in workplace and space design.	Essential		X			
	Adaptability, resilience, and ability to work effectively under pressure.	Essential		X	X		
	Experience in fostering a high-trust team culture and developing succession plans.		Desirable	X			
Other Requirements	Commitment to environmental and financial sustainability and DMU's environmental policy.	Essential		X			
	Willingness to undertake any relevant training pertaining to the role.	Essential		X			

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**