Space Administrator

Position Number: XXXXXX *Position Title: Space Administrator* *Date Written: April 2019*	*Faculty / Division: Finance & Operations* *School / Unit: Estate Management/ Asset Management* *Position Level: Level 6*

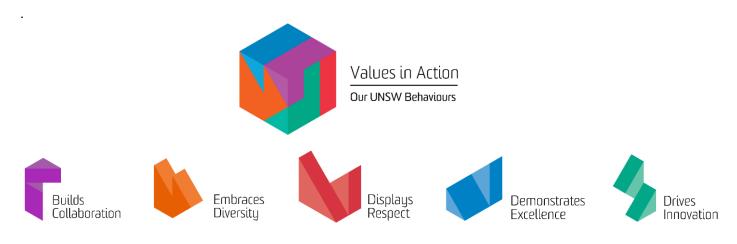## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

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OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Estate Management (EM) provides a range of services and advice to all Faculties and Divisions on all campuses (excluding Canberra). It does this by providing campus planning, infrastructure planning, development, construction, refurbishment, maintenance and environmental management. EM also provides a wide range of logistic and associated services to ensure a safe and secure campus environment.

Website: http://www.estate.unsw.edu.au/

The Space Administrator will be responsible for the administration of the Space Management process co-ordinating space requests received into Estate Management from customers of UNSW, in addition to tracking the status of options being considered to inform the space management team members.

The Space Administrator will lead the coordination and implementation of the regular space and condition audit process, with consultancy or student teams. This will involve project planning, training and coaching of the team and verification of data prior to upload to the space system by the SBS team.

This role is critical to the operation of UNSW since it maintains the integrity of the space management process through tracking and managing the database of space allocation requests across the campus.

A large element of this role will include detailed project reporting and problem solving. Given the current growth of UNSW and the limited space currently available at the Kensington campus, this will be an extremely fast paced role requiring initiative, resilience and the drive to go above and beyond to deliver.

The role of Space Administrator reports to the Space Manager and requires collaborative engagement with internal (Estate Management units) and external (Faculties and Divisions) customers. This role has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include but not limited to:

- Be responsible for the integrity of the space database for the entire UNSW community including tracking requests, managing reporting of current space studies and recording and advising of space decisions directly to EM's Clients.

- Collect, co-ordinate and track space requests and supply reporting to senior management and EM clients. Manage and make necessary changes to the tracking report to update status.

- Prepare detailed, accurate and consistent reports to support the Asset Management unit, senior members of Estate Management and key stakeholders to define and manage project timelines, actions and critical paths to keep projects moving forward productively and efficiently. Those reports will document space requests, space supply, options being considered, investigating and documenting progress of projects.

- In consultation with the Senior Manager, Space, contribute to identifying solutions for space and determining prioritisation of matters.

- In collaboration with the Space Analyst, review and confirm definitional categorisation (naming conventions and data attributes) of space for entry into the IT space system.

- Liaise with the Strategy and Business and Systems (SBS) team, in particular the Data Manager role to ensure integrity of space data.

- Plan, implement and manage space validation and physical audits.

- Work with Property Management's Business Partners to define space briefs, establish high level programs / timing of space needs. The Space Administrator will set-up and maintain electronic space demand request files, containing due diligence information on the brief, plans of the subject space(s), the customer contact(s).

- Provide information and updates on project status and issues that may impact stakeholder relations to the Business Partners and other stakeholders.

- Assist the Space Manager and Business Partners (as required) to prepare and issue space request summary and options presentations to customers or EM management.

- Support the Business Partners in preparing and updating Service Level Agreements with Clients.

- Manage administrative duties such as meeting coordination, compilation of reporting and distributing action items resolved.

- Ensure Document Control Systems are maintained and updated. This includes being responsible for the official governance communication to customers regarding decisions on space allocations, and to ensure those decisions are recorded in the EMPB sub committee minutes, in RAMs and reflected in the IT space system (Archibus).

- Become an expert user of space IT systems (e.g. Archibus and SysFM), training EM users of the system as required.

- Communicate ideas for improving processes with a positive and constructive attitude, collaborating with other EM staff working on aligned goals and activities to enhance opportunities for business improvement, and contribute to team projects to achieve EM goals

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- Degree in Building/Project Management or related discipline and / or demonstrated experience in managing space or systems in a complex and diverse environment.

- Outstanding organisational skills and demonstrated ability to define and manage project timelines, actions and critical paths to keep projects moving forward productively and efficiently.

- Proven initiative, analytical and problem solving skills.

- Excellent interpersonal, written and verbal communication skills, with proven ability to establish effective working relationships.

- Demonstrated high level communication, negotiation and issue resolution skills and the capacity to exercise initiative in respect of space management issues.

- Proficiency in relevant computer applications applicable to the monitoring and planning of space.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

> *It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*