



**Space Planning Coordinator  
Estates Office**

**Administrative Assistant (Grade IV)  
Fixed Term 3 Year Contract**

**Background**

The Estates Office is responsible for the management of the University's physical assets and the provision of services in a multi-campus environment. There is a requirement for a Space Planning and Utilisation Coordinator to supplement the existing Estates Team to manage a new demand across a multi-campus organisation consisting of 75 buildings on 5 campus locations extending to 250,000m<sup>2</sup>. While this position is primarily based on the Glasnevin campus the post holder may be required to provide services at any of the University campuses including travel between campuses to carry out duties and training from time to time as the need arises.

Reporting to the Head of Estates or nominee, the post-holder will assist in various aspects of University space planning and subsequent coordination of associated space moves carried out by the Estates Office, across all Campuses, as required. This will be an integral role to enable the Estates Office to meet a new demand with specific responsibility to gather and manage space related information to enable and assist informative decision making on all space related matters.

**Duties and Responsibilities**

The main duties and responsibilities of this role will include but not be limited to the following activities:

- Carry out regular space audits within buildings across all campuses to obtain current information relating to Faculties, Departments, Schools and Units space inventory and update new and revised information on space management systems including AutoCAD, BIM and INSITE.
- Research data and assist in the preparation of comprehensive, technical space reports and provide analysis as required.
- Maintain detailed University space utilisation data and inventory records.
- Assist the Estates team in the identification of trends and future space needs and make appropriate recommendations.

- Plan and coordinate space moves including planned staff office moves while keeping a rolling inventory of space moves up to date. Plan and agree room layouts including furniture, equipment and other needs as required.
- Provide support for agreed refurbishment projects including the classroom refurbishment programme on an ongoing basis while carrying out space impact analysis and coordination of resulting space moves as required.
- Coordinate room numbering for existing buildings and future new buildings ensuring consistency both on the ground and within the information across all University space management systems and platforms.
- Coordinate surveys of all teaching spaces and maintain a register of classroom set up and required furniture, refurbishment and equipment to ensure teaching spaces are fit for purpose on a rolling basis across all campuses.
- Ensure compliance with relevant standards and best practice in all aspects of responsibilities.
- Ensure space management systems and software is fit for purpose and appropriate for future requirements.
- Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive as it is envisaged additional responsibilities will be added to the role as the University develops into the future. Other duties will be assigned according to the needs of the Estates office and University.

### **Requirements/Qualifications**

Applicants must hold a relevant primary degree or equivalent (NFQ level 7) preferably in a technical drawing, engineering or architectural discipline; in addition it is desirable that the post-holder have:

- A minimum of 3 years' relevant experience in a similar environment.
- Excellent ability in the use of space planning systems and software including AutoCAD and BIM is essential.
- Demonstrable experience and knowledge of facilities space management and efficient utilisation is essential.
- Applicants must demonstrate an ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work.
- Applicants must demonstrate an ability to communicate information very accurately and collaborate with various departments at different levels of the organisation.
- Applicants must be able to work well within a team and demonstrate flexibility and responsiveness
- Excellent verbal and written communication skills and an ability to positively interact with both internal and external stakeholders is essential.

**Competencies required for this post are:**

- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.
- **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **Problem solving and Decision-Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making.

**Salary Scale:** €34,625 to €51,750

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrative Assistant Grade IV salary scale in line with current Government pay policy.

**Closing date:** 20<sup>th</sup> September 2017

**Informal Enquiries:**

Informal enquiries may be addressed to Mr. Ger McEvoy, Head of Estates (Acting). Email: Gerard.Mcevoy@dcu.ie. Please do not send applications to this email address, instead apply as described below.

**Application Procedure**

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 643 Space Planning Coordinator.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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