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| Last updated: | 10/03/16 |

**JOB DESCRIPTION**

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| Post title: | Estate Planning Administrator |
| Academic Unit/Service: | Estates & Facilities |
| Faculty: | N/A |  |  |
| Career pathway: | MSA | Level: | 3 |
| \*ERE category: | N/A |
| Posts responsible to: | Head of Estate Planning |
| Posts responsible for: | N/A |
| Post base: | Office-based |

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| Job purpose |
| To research, compile, analyse and present information and data to support the activities of the Estate Planning Team. To be responsible for keeping the University's space database up to date. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Primary team contact for space enquiries and ensuring that space records are kept up to date on Planon and that the system is further developed. | 20 % |
|  | Researching and summarising information on planning, lease, licence and other estate and property information. | 10 % |
|  | Gathering data analysing and reporting to produce coherent and accurate management information. | 15 % |
|  | EMS/HEFCE Reporting (inc. Estates Management Record) – gathering, compiling, entering and reporting data in official format within prescribed standards | 10% |
|  | Annual Space Return – gathering, compiling, entering and reporting data in official format within prescribed standards | 15% |
|  | To assist in development of systems, procedures and documentation to enable efficient estate management | 15% |
|  | To develop content for Estate Planning web pages | 5% |
|  | To attend and participate in meetings to support liaison with colleagues across the University.  | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * Deputy Director, Assistant Directors, HEP, ES and other Estates personnel – space and estates data sourcing, analysis and reporting for management purposes
* Faculty Space Administrators and other staff dealing with space in Faculties and Professional Service Groups – space data verification and reporting to assist in University planning
* Student & Academic Administration in respect of timetabling, programming and other staff – data sourcing and reporting to assist in University planning
* Legal Services – sourcing, analysing and reporting on estates data and information
* Finance – liaison and informing of relevant estates data and planning
* HESA/HEFCE – EMR reporting purposes
* UUK SMG – Liaison with staff in other UK Universities via an informal forum to seek opinions and respond on space-related topics within HEI sector
* Consultants – providing plans and data to consultants as required
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| **Qualifications, knowledge and experience** | Skill level equivalent to achievement of HNC, A-Level, NVQ3.Numerical dexterity and experience in gathering and analysing data and information to produce reportsAccomplished user of MS Office applications with good Excel skills | Educated to Degree LevelDatabase experienceExperience of working in estates-related field or degree in a related subject.  | Application & interview |
| **Planning and organising** | Able to plan, organise and prioritise own workload within defined parametersAble to work to strict deadlines |  | Application & interview |
| **Problem solving and initiative** | Able to identify and solve problems by using own initiative including suggesting improvements within defined parametersTo understand own abilities and seek assistance when necessary |  | Application & interview |
| **Management and teamwork** | To contribute positively to the team to support their overall objectivesAble to adapt to changing work priorities and service expectationsTo be able to work core team hours and be flexible to attend outside of these hours where necessary. |  | Application & interview |
| **Communicating and influencing** | Able to gather and interrogate information to compile, analyse and report within defined parameters and to effectively communicate that information. Able to offer proactive advice and guidance to customers within own work spher |  | Application & interview |
| **Other skills and behaviours** | Well motivated with good attention to detail |  | Application & interview |
| **Special requirements** | To hold a full driving licence and be prepared to use own vehicle for official purposes within role |  | Application |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |