

## JOB DESCRIPTION

<b>Job Title</b>	Accommodation and Space Planning Officer		
<b>Directorate</b>	Property		
<b>Reporting to</b>			
<b>Grade</b>	12		
<b>Evaluation ref:</b>	TR0021	<b>Job Family ref:</b>	
<b>Role purpose</b>			
<ul style="list-style-type: none"> <li>To act as the department's eyes and ears in relation to understanding, scoping, developing options and delivering short, medium, and longer-term asset proposals and projects to optimise and reduce the Council's usage of its office estate in collaboration and engagement with all relevant Council Directorates, Services, Teams and partners.</li> </ul>			
<b>Accountabilities</b>			
<ul style="list-style-type: none"> <li>Works closely with Facilities Managers, service occupants and tenants to optimise use of office and other accommodation.</li> <li>Develops solutions to changing accommodation requirements – both for small, specific initiatives and on an enterprise-wide level, to ensure that accommodation design, meeting rooms, and office work environments fit with emerging hybrid/dynamic ways of working.</li> <li>Manages or oversees accommodation moves for office-based teams.</li> <li>Develops and implements strategies to maximise use of space and optimise facilities.</li> <li>Experience of Facilities Management, good understanding and experience of office accommodation standards &amp; broad understanding of other property disciplines, basic technical drawing skills, and strong project management/organisational skills are required for the role.</li> <li>Lead on project discussions and negotiations with Strategic and Service Managers and meet with them regularly to discuss their current and developing accommodation requirements aligned to the Council's Dynamic Working Strategy, and Ways-of-Working policies. Refine acceptable long-term solutions to service requests with the Senior Property Manager – Property Project Coordination.</li> <li>Work with relevant teams within Strategic Asset Management to establish outline guide costs for space planning proposals, liaise with the Systems and Finance Team Leader on capital and revenue implications and constraints prior to any formal project decision, ensuring capital and revenue implications are understood by Departmental Management Team.</li> <li>Assess complex and competing service requirements, recommend practical solutions and generate management information on projects, financial impacts, achievements and successes.</li> <li>This role will require some experience of property projects, good relationship building, stakeholder management and change/project management skills.</li> <li>Roles are line managed under one Senior Property Manager to provide effective oversight of resource allocation but may be deployed on projects in</li> </ul>			

## JOB DESCRIPTION

other areas.

### Contacts & Relationships

- Report directly to the Senior Property Manager – Property Project Coordination.
- Maintain contacts, both internal and external to discuss options/solutions to contentious/difficult situations, offer a variety of alternatives, to determine the best solutions to accommodate all parties.
- Develops extensive mutually beneficial relationships with operational and commissioning managers and staff at all levels to ensure that a proactive and co-ordinated property service can be provided to services and their clients/users.
- Explain policies, process and decisions to managers and service users and seek ways to resolve disputes, complaints or dissatisfaction with the service provided.

### Resources

- Contribute to an annual programme of activities for the council's corporate estate with typical annual expenditure of £10m and capital receipts of £20m.
- With 3 Property Project Officers, oversee an annual programme of optimisation activities with expenditure circa £2m.
- Will receive direct assistance from business support staff within the group, as required.

### Corporate Responsibilities

- Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Use of project management tools and documentation.	X	
Knowledge of local government structure and services.		X
General understanding of Council's decision-making processes.		X
Familiar with change management theory and processes.	X	
Understands anxieties that change can bring.	X	
<b>Experience</b>		

## JOB DESCRIPTION

Project management/coordination experience.	X	
Experience of Facilities Management, good understanding and experience of office accommodation standards, modern ways of working (aglie, flexi, touchdown, meanwhile etc) & broad understanding of other property disciplines.	X	
Has led a team to deliver a successful project.	X	
Experience of managing stakeholder expectations.	X	
Experience of negotiation, influencing and persuading with stakeholders.	X	
Experience of resolving conflicting priorities and goals		X
Works confidently, independently, systematically, is proactive, solutions focused and can self-manage, when required.	X	
Thinks strategically to avoid potential pitfalls.		X
<b>Qualifications / Registrations / Certifications</b>		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X	
Level 3 e.g. A Levels or vocational qualifications or equivalent.	X	
Level 4 – 6 e.g. Higher education qualifications to degree level or equivalent.	X	
Prince 2 trained to Foundation or Practitioner level.		X
Other project or change management training.		X
<b>Skills</b>		
Excellent communication skills, written and oral.	X	
Ability to problem solve.	X	
Negotiation, influencing and persuading.	X	
Uses Microsoft products and has used Microsoft Project or Excel to create project plans.	X	
Basic technical drawing skills, for example using CAD.	X	
Enthusiastic about change and the management of change.	X	
Is approachable and empathic.	X	

## JOB DESCRIPTION

Appreciates the impact of actions and decisions upon others.	X	
Enthusiastic contributor to team development.		X
Self-confident, self-reflective.		X
Uses intuition and initiative to develop solutions, whilst being aware of when to seek further guidance.		X
<b>Working Conditions</b>		
The role will be a mix of office and home working, pattern to be agreed with manager. Visiting other office locations will be required on an ad hoc basis.		
<b>Dimensions of the role</b>		
The postholder should be confident, independent, proactive and solutions focused on relation to scoping space planning opportunities, seeking views of stakeholders, feeding views into the scope of the assigned project and exercise a thorough approach in seeing the project through to delivery with a post project review methodology		
<b>Working Arrangements</b>		
Somerset Council's Dynamic Working Strategy will be applied to this position. This role is part time (20-30 hours a week – to be agreed) based at County Hall, Taunton, TA1 4DY		
<b>Corporate Accountabilities</b>		
See Accountability 14 listed above		

Date: **31 July 2024**