



# Staffordshire Police - Role Profile

## Space Utilisation Officer

<b>Grade/Rank:</b>	G
<b>Directorate:</b>	People and Resources
<b>Reports to:</b>	Estates Services Manager
<b>Responsible for:</b>	Estates – Space Utilisation

### Role Purpose

The purpose of the Space Utilisation Specialist is to play a critical part, providing key data that will allow the delivery of the Joint Estates Strategy.

The candidate will complete space utilisation surveys and establish a single version of the truth regarding how space is currently used across the Police-Fire Estate.

The candidate will own existing space utilisation models for Staffordshire Police and Staffordshire Fire and Rescue Service and the Staffordshire Commissioner's Office and update and develop these based on engagement with stakeholders within both organisations.

The candidate will develop design principles for standard office and other facility layouts which will include specifications for lockers, desks, chairs, storage etc. based upon space utilisation guidance provided by various sources, including the HSE, which will then be incorporated into projects.

Outcomes, reports and benchmarking data created by the postholder will be used by the Estates department in demonstrating value for money for the efficient use of the joint estate.



## Key Tasks and Responsibilities:

The post holder will establish a base line for all space requirements across the joint estate:

- Own and develop space utilisation models based on engagement with stakeholders by establishing space needs at an individual, team, department, directorate and organisation levels in alignment with agreed policy
- Assessing space availability across the joint estate
- Undertake by direct means, through third party surveys and via existing plans, a full measurement survey to correctly understand the available of space across the joint estate in its entirety
- Undertaking design assessment and planning activity to ensure that space is organised to maximise efficiency of space utilisation across the joint estate
- Applying cost metrics to existing and new estates data to calculate and demonstrate the costs of utilising the estate and preparing reports
- Creating proposals, feasibility studies, project plans and implementation packages to support the implementation of detailed space utilisation plans
- To take responsibility for ensuring that all space utilisation information remains current and accessible for use and that 3i Studio Estate Manager system remains correctly and fully populated with accurate and current data.
- Establish design principles for layouts and furniture packages, equipment placing and storage systems that maximises premises/space layouts
- Translate stakeholder requirements into design options for utilisation related projects.
- Create detailed CAD drawings of facilities and internal designs to enable costing and implementation
- To work across departments to establish accurate premise operating costs using data and information sourced from Finance systems and similar.

**And to be accountable for:** (ie responsibilities held by others but measured and owned by this role)

The outcomes of the delivery of projects undertaken by suppliers and contractors used to implement work packages for which the postholder has contributed to the design of.



## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

### Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	3
	Managing Sensitivities/Political Savvy	3
We take ownership	Customer Service	4
	Maintaining Accuracy/Sustainable Working	3

### Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	3
	Managing Complexity/Strategic Planning	4
We deliver, support and inspire	(self) Leadership	3
	Supporting Colleagues/Coaching & Mentoring	3

### Intelligent, creative and informed policing

We analyse critically	Problem Solving	3
	Situational Judgement	3
We are innovative and open-minded	Continuous Improvement	3
	Futurology	3

## Education, Qualifications and Experience

### Essential:

- Knowledge of, and proficient in the use of industry standard CAD packages, competent in the use of Microsoft Visio and the Microsoft Office suite and have advanced level expertise in the use of Microsoft Excel.
- Knowledge of Space Utilisation practices, procedures and principles in buildings including health and safety and workplace regulations
- Excellent analytical and problem solving skills in order to inform effective decisions and support action.
- Experience of working to multiple deadlines, delivering results through effective planning and organisation of work, demonstrated by the ability to prioritise own time and workload, working methodically, accurately and with the minimum of supervision.
- Experience in using occupancy data to provide insight into how organisations

### Desirable:

- Knowledge and experience of relevant Regulations (H&S at Work Act, HSE
- Good level of mathematical competency as a large proportion of the role will require the candidate to work with formulas necessary for the role.
- Proficient in the use of Microsoft packages. Especially Excel



<p>are using space and how they can be persuaded to change.</p> <ul style="list-style-type: none"> <li>• Good verbal and interpersonal skills, being able to communicate, negotiate and influence across stakeholders. Well developed political awareness and sensitivity.</li> </ul>	
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Space Utilisation Specialist Skills Matrix (See Skills Matrix)				
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Must hold a full and valid driving licence with access to own vehicle. The post holder will be required to travel throughout the County, and must be willing to do so.</li> <li>• Can assimilate complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists.</li> <li>• Financially and commercially astute with excellent planning skills</li> <li>• Self-motivated, goal driven individual able to prioritise, work under pressure and meet deadlines, with the ability to work with minimal supervision ensuring objectives are still met</li> </ul>	<p>Desirable:</p>			
<b>Leadership Passport Level</b>	<b>Practitioners &amp; Team Leaders</b>	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	<b>1</b>	2	3	4

\* Indicates that training will be provided as part of the role in this skill

CPD Requirements
<ul style="list-style-type: none"> <li>• Able to demonstrate both up to date knowledge and skills in area of expertise and effective cross sector networking.</li> </ul>

## Professional Registration/Licences



Qualifications should be consistent with the experience needed to undertake this role and may include membership of the RICS, the CIOB, BIFM or APM. Membership at associate or member level is acceptable

### Special Conditions

Own car for business use	Yes				
Higher level vetting required	No				
Requirement to wear Uniform	No				
Requirement for post entry training	No				
Fixed Hours	No				
Weekend working expected	No				
Shift allowance	No				
Fixed term or temporary role	12 month post				
Politically Restricted	Yes				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	1 week	<b>28 Days</b>	1 month	3 months	

### Agile Profile (See Agile Matrix)

Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
5	5	5	5	5	5	5