

# Job Profile

## Job Description

Job Details	
<b>Job Title:</b>	Space and Workplace Analyst
<b>School/Dept/Institute:</b>	Estates and Facilities Directorate
<b>Reports to:</b>	Head of Strategic Space Management
<b>Grade:</b>	4 <b>Full Time</b>
<b>Appointment period:</b>	Indefinite
<b>Current Location:</b>	Mile End Campus

### Job Context

Queen Mary University of London is one of nine of the UK's most foremost research-intensive higher education institutions, ranked ninth amongst multi-faculty universities in the 2014 Research Excellence Framework and receiving a Silver rating in the 2017 Teaching Excellence Framework.

The role is based in the Property and Space team, which supports the university in planning the provision and use of space within the Estate. The Property and Space Management team form part of the Estates and Facilities Directorate and are responsible for estate management, property acquisitions and disposals, contributing to the development of Estates strategies, maintenance of the property space database and space planning.

The university has three main sites; Mile End, Whitechapel and Charterhouse Square, with further accommodation on the Barts and The London site at West Smithfield and the Centre for Commercial Law Studies based at Lincoln's Inn Fields. The University Estate comprises 76 buildings including the residential estate, and a total gross internal area of approximately 235,000 square metres.

### Job Purpose

As a member of the Property and Space Management team, the post-holder will use their relationship building, data and analytical skills and understanding of space and workplace management to build on and develop the analytical capabilities of the Property and Space Management team. This involves helping the team and stakeholders to make the most of the available data, to improve data quality, make evidence-based decisions which improves space utilization, quality of space for staff and students and supports the delivery of Strategy 2030.

### Main Duties & Responsibilities

- Extract and transform complex data from cleansed datasets (HR, students and space) and source systems (such as the space database) in order to enable subsequent analysis, report writing or dashboard production.
- Develop, maintain and share expert knowledge on the university's selected data extraction, transformation and analysis software and methodologies.
- Develop, maintain and share knowledge of the way that data is stored within source systems.
- Analyse data from cleansed datasets, source systems and external sources (e.g. HEIDI+) and convey findings to colleagues either verbally, in the form of written reports or via dashboards.
- Develop dashboards using the university's selected data visualisation technologies (currently Power BI).
- Develop, maintain and share knowledge within Estates and Facilities on best practice in information presentation.
- Fulfil the delivery of analyses and reports relating to externally published data and information.
- Topics may include, but are not limited to, space utilisation, demand and supply planning, space functional suitability, building age and condition as well as Estates Management Report (EMR) benchmarks.
- Fulfil the delivery of analysis and reporting of Key Performance Indicators (KPIs) monitoring.

### Main Duties & Responsibilities

- Collate information and prepare the EMR return for sign-off by the Assistant Director of Property and Space Management.
- Provide general administrative support for benchmarking, process improvement, project tracking and risk area (e.g, arranging meetings, taking minutes and maintaining webpages etc.)

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

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## Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable	How Assessed
<b>Qualifications</b>	Honours degree or equivalent work experience	E	A
<b>Knowledge, Skills and Experience</b>	Experience of working within the area of data and analytics	E	A, I
	Demonstrable experience of working on reporting projects	E	A, I
	Attendance at sector groups or events relevant to role	E	A, I
	Knowledge of the latest data/information technologies and methodologies	E	A, I
	Demonstrable experience in contributing to improvement of information provision	E	A, I
	Advanced level in programming or SQL querying or data preparation tools such as Alteryx (or similar)	E	A, I
	Demonstrable experience of extracting data from relational databases	D	A, I
	Advanced IT, numeracy and analytical skills	E	A, I
	Business analysis skills (or the desire to acquire)	D	A, I
	Advanced project management skills or willingness to learn	E	A, I
	Experience of space and workplace management	D	A, I
	High level of skill and ability in producing, interpreting and presenting complex data and information	E	A, I
	Excellent attention to detail	E	A, I
	Able to work as part of an innovative and customer focused team	E	A, I
	Excellent communication and interpersonal skills	E	A, I
	Able to work flexibly, as necessary, to meet targets	E	A, I

### Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

### How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)