

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Library Spaces Coordinator
<b>Reports to:</b>	Assistant Customer Services Manager (Spaces)
<b>Organisation unit:</b>	University of Manchester Library: Faculty & Student Partnerships
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-F&SP-CS-E (350, Grade 5)

#### **Overall purpose of the job:**

- To proactively monitor the upkeep of Library spaces at all Library site and coordinate any library space development and maintenance projects that are planned
- To act as the day to day point of contact in the Library for the University's Directorate of Estates and work cooperative with Estates colleagues in order to progress and prioritise works within Library spaces at an operational level
- To coordinate Health and Safety activity across all Library sites reporting to the Library Health and Safety Committee on a regular basis

#### **Key responsibilities:**

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To audit and monitor the upkeep of all library sites including the assessment of their condition, effectiveness and safety e.g. through regular observations and the completion of checklists and organising relevant safety checks, liaising with relevant Library staff and customers to gather their feedback
- To identify and report any maintenance and repair issues to Estates for action and to make recommendations to Library managers on any improvement or and development projects that may need to be considered
- To provide advice and guidance to Library colleagues in planning, carrying out, monitoring and evaluating space and health and safety related tasks across the whole Library estate (buildings)
- To support The John Rylands Library Facilities team in providing the necessary special facility management, maintenance and conservation provision required of a grade 1 listed building
- To liaise with Library and Estates colleagues (e.g. Estates officers) and external parties as necessary (e.g. suppliers) to support space, facility and health and safety work (such as informing Library staff of forthcoming works and helping to arrange the installation of e.g. new furniture)

- To respond to staff/customer queries about library space, facilities and health and safety issues
- To coordinate small improvement projects within the library spaces in liaison with Library and University colleagues (e.g. Estates officers) and ensuring all necessary stakeholders are kept informed
- To developing and maintain resource areas on LibraryConnect (Share Point) and the Library Intranet to provide useful information to staff on Library spaces, facilities and health and safety
- To collating and analysing space, facility and health and safety related data to ascertain trends and issues (such as the number and types of Estates Helpdesk submissions for library sites each year, health and safety incidents reported and compiling user feedback from Library satisfaction surveys)
- To be the Library's designated Health and Safety Advisor, acting as the day to day point of contact for University Safety Services colleagues and coordinating the work of the Library Health and Safety Group and, with their assistance, and the senior support of the Library's Senior Health & Safety Committee:
  - ensure that the library's health and safety policies and procedures and action plans are up to date and appropriately communicated
  - coordinate and advise on the completion of risk assessments
  - organise portable electrical appliance testing
  - carry out library site inspections and ensure teams are using correct monitoring procedures for equipment.
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

**Person Specification:**

Essential knowledge, skills and experience:

- Experience of working with a variety of people
- Knowledge of space development, facilities management and health and safety
- Ability to analyse problems and develop proposals to solve them, which may include analysing data to identify trends and issues
- Ability to create and present a range of documents (e.g. reports and business cases) to ensure effective sharing of knowledge, objectives and resources
- An enthusiastic, friendly and professional approach to space development, facilities management and health and safety initiatives and procedures across the Library, ensuring colleagues are supported or challenged as necessary
- Ability to work in a variety of ways and at different locations

- Experience that demonstrates organisational and administrative skills, including the ability to prioritise work and meet deadlines
- A good record of personal and professional development

Desirable skills, knowledge and experience:

- A relevant facilities management qualification
- A relevant health and safety qualification (e.g. Institute of Occupational Safety and Health Certificate)
- Good knowledge of and experience working in space development, facilities management and health and safety
- Experience of data analysis
- Experience of developing innovative and successful solutions to complex problems (particularly in relation to space development, facilities management and health and safety)