

JOB DESCRIPTION

Job Title	Room Bookings Coordinator		
Reports to	Space Management Manager		
Department	Campus Services and Development		
Job Family	Business Services	Level	2

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The School's Space Management team is a key part of the Campus Services and Development department. The team provides an excellent service in effectively managing all bookable space and ensures the timely allocation of office space across the School adhering to and upholding the School's space policies. The team are knowledgeable experts and advise the wider School community on all matters relating to these key services.

Job Purpose

The main activities of the team are:

- To ensure the accurate and timely coordination of all taught activity timetables for Degree Programmes, Executive Education and Research programmes.

- To proactively manage space and optimise space bookings within the School for all teaching and function/event space related needs.
- To provide information about teaching and events to the relevant internal departments who are responsible for providing support services (IT, audio-visual, catering, cleaning, maintenance, porters and room stewards).
- To ensure all space needs for the business are met and a constant programme of forward-planning exists to advise line management of operational trends that could adversely impact future space plans and projects.
- To ensure the efficient planning and execution of all planned office moves.
- Proactive engagement with stakeholders from across the School community to improve both the service offering and the quality of service to all customers.

Actively contribute in developing the School's short, medium and long-term strategy for the most effective space management practices.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support

- Conduct administrative and/or operational tasks in accordance with defined policies, procedures and instructions to ensure the delivery of a first-class service to all stakeholders.
- Provide first line support within the School, solving routine problems in a specific area, and providing stakeholders with the information and/or understanding they need to deliver an excellent service.
- Monitor levels and order standard materials/resources, ensuring that appropriate stock levels are maintained within budget.
- Draft and develop standard materials, working to a clear brief, for use in the provision of an effective and efficient support service.
- Co-ordinate team calendars and meetings to support efficient and effective team working.
- Organise, input into and monitor databases and records to ensure accurate recording, completed in a timely manner in line with established processes.

Analysis and Reporting

- Organise, upload into and monitor systems, databases and records to ensure accurate recording and enable efficient service delivery to all stakeholders completed in a timely manner in line with established processes.
- Collate information to produce regular standardised management reports to support decision making within the department.
- Conduct analysis to support the identification of trends and forecasting to further enable effective planning.
- Collaboration and Support

- Provide support to colleagues within and outside the team as and when opportunities arise, to promote collaborative working across the School.
- Act as a point of referral for less experienced colleagues to help to resolve issues within the team.

Project Management

- Provide ad hoc support (e.g. research, external benchmarking) to small projects in order to support project planning and implementation; sometimes taking the lead on defined project activities

Financial Management

- Accurately process invoices and input financial data into systems to support the tracking of team/department budgets.

Process Improvement

- Proactively review relevant processes and systems within own area of work and make suggestions to improve efficiency.

Supervision (Operational Team Leaders)

- Supervise and/or manage staff, allocating work, co-ordinating day-to-day activities and provide guidance to maintain and improve service delivery standards.
- Monitor performance and ensure the team follows established procedures for each service; take corrective action where necessary to maximise customer satisfaction.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, act in a resilient manner when responding to change, and proactively look for opportunities to support change to help embed it in the team and/or department.

KPIs:

- High-quality support service provided to all stakeholders.
- Production of high-quality materials.
- Up-to-date diary management.
- Timely response to and resolution of enquiries, requests and issues.
- Accuracy and integrity of data in business systems.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Positive feedback from project managers.
- Compliance with processes, procedures and standards.
- Accuracy of financial records.
- Contributions to process reviews and operational improvements.
- Team performance and customer satisfaction (for Operational Team Leaders only).

Knowledge/Qualifications/Skills/Experience required
<ul style="list-style-type: none"> • Further education or equivalent. • May hold vocational qualification. • Good communication skills and the ability to address a variety of stakeholders. • Sound working knowledge of standard IT packages, systems and/or databases. • Experience of software related to own area of specialism. • Proactive approach to relationship development with colleagues. • Good attention to detail. • Good time management skills with the ability to organise and prioritise. • Good team working skills and the ability to work collaboratively. • Ability to interpret and apply guidelines to a specific activity. • Experience in standard financial management processes. • Experience of working in a customer facing environment. • People management experience (for Operational Team Leaders only).

Resources including team management

Staff	N/A
Budgets	None
Date Updated	11 November 2019