

Job Description

Job Title:	Director of Space Planning
Department:	Space Planning Office (SPO)
Reports To:	Associate Provost, Integrated Planning & Budgeting
Jobs Reporting:	Space Planning Classroom Management Specialist Space Planning Data Analyst
Salary Grade:	USG 15
Effective Date:	June 2023

Primary Purpose

Reporting to the Associate Provost, Integrated Planning & Budgeting, the Director of Space Planning leads the Space Planning Office (SPO), which has responsibility for maintaining the university space database, and providing analysis, and strategic decision support to the university's senior leadership team on questions of space inventory, allocation, use, and condition across the entire University of Waterloo.

The Space Planning Office performs their function by working collaboratively with units across the University of Waterloo. This role is responsible for building and maintaining close working relationships, which are essential to success in this role. In particular, the Director of Space Planning works closely with Plant Operations, to cooperatively support new construction and strategic renovation projects across the institution, with Institutional Analysis & Planning (IAP) to facilitate the completion of the tri-annual space inventory submission to the Council of Ontario Universities (COU), and with the Provost's Office, Finance and IAP in the provision and use of space data in support of the Waterloo Budget Model (WBM). The Director of Space Planning interacts frequently with Deans and their senior staff, as well as leadership in Academic Support Units (ASUs), recognizing their significant responsibility for 'local' space planning which often has campus-wide implications. This includes working with staff in the Faculties and Academic Support Units (ASUs) responsible for monitoring efficiency of space usage and space assignments, identifying space needs, barriers to effective allocation of space, enhancement of space use and management practices, and bringing recommendations forward to appropriate managers.

The Director of Space Planning represents the University of Waterloo on the COU Space Standards Committee and through that role is responsible for maintaining connections with peers at other Ontario universities to keep abreast of sector issues and decisions that have impact on space-related decisions within the University of Waterloo.

Key Accountabilities

Institutional Space Planning

- Provides strategic oversight to the allocation and use of one of the university's core resources, space and related facilities.
- Provides options and strategic advice to Senior University Leadership, including the Associate Provost, Integrated Planning and Budgeting (IPB) on questions related to space allocation and usage.
- Co-ordinates support for internal and external stakeholders in responding to inquiries related to space.

- Ensures existing space is used efficiently, effectively and equitably by conducting periodic usage audits to inform decision-making.
- Develops, implements and maintains systematic processes to support the university's senior leadership in decision making on space use and allocation.
- Provides strategic advice to senior university leadership regarding Waterloo's inventory of adequate, suitable space available to meet the needs for academic offices, administrative offices, research laboratories, classrooms, teaching laboratories, study space, and student life space, considering both current needs and future directions.
- The Director of Space Planning, serves as a member of, or in support of, various university space-related committees and working groups.
- Develops and proposes strategies to assist the Associate Provost, Integrated Planning and Budgeting to resolve space issues, while responding to increased demand on current resources.

Strategic Project Leadership

- Supports the strategic planning, management and implementation of projects relating to university space to ensure both present and future space needs of the University are appropriately understood and managed.
- Participates during the initial planning phase for new projects to coordinate local space needs within an overall University space strategy.
- Consults during the design development phase for major building and strategic renewal projects to ensure that key stakeholder groups (e.g., IST (telephone, AV), Registrar, Food Services, etc.) are appropriately represented during initial design deliberations.
- Works directly with Faculties and others to plan large-scale strategic builds, renovations and reallocations.
- The space office serves as the central coordination point for many renovations and larger projects. SPO assists with new building and major addition program development, budget proposals, project tracking, and final completion.

Classroom Planning

- Maintenance of the inventory of classroom space for the university.
- Leadership and coordination of regular classroom audits including 3D digital scanning and inspection to identify repairs and maintenance work that needs to be completed.
- The Director of Space Planning serves on the Teaching and Learning Spaces (TLS) Steering and Operations committees, which review and assess the suite of classroom spaces at Waterloo. The TLS committees coordinate proposals for classroom redesign for Provost consideration.
- Coordination of classroom renovation projects as identified by the TLS committee and approved by the Provost.

Space Inventory

- Provides direction and oversight to the maintenance of the University of Waterloo space inventory. Ensures the Space Planning Office team works cooperatively with numerous campus stakeholders including Plant Operations to understand and manage downstream impacts of space data.
- In cooperation with Institutional Analysis & Planning (IAP), works to ensure the university submission to the tri-annual COU space inventory exercise appropriately and completely summarizes the university's space inventory and usage.

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- Monitors and assesses efficiency, effectiveness and equity of space utilization by academic and academic support units. Specifically, works collaboratively to develop, implement and support incentive programs to facilitate efficient space utilization.
- Assists in strategic management of centrally managed space resources (e.g., RAC1, meeting and study spaces, and swing space in various locations).
- Works to manage an appropriate base of centrally managed, strategically deployable space resources to accommodate time-limited 'swing-space' needs related to renovations, short-term projects, etc.
- Monitors best practices related to space allocation and management at other universities, in order to recommend new initiatives or practices at Waterloo.

Human Resources Management

- Recruits, selects, supervises, and manages and terminates staff in the SPO.
- Assigns tasks and manages performance of staff in the SPO.
- Establishes, communicates, and maintains operating guidelines and procedures for staff in alignment with University policies and procedures.
- Directs staff training and professional development opportunities to ensure future growth.
- Provides staff with high level direction and a productive work environment while maintaining a collegial workplace.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Completion of a Bachelor's degree in a relevant field, preferably in planning, architecture, science, engineering, or a related field.
- Masters degree in the above education fields a strong asset.
- Facilities Management Professional (FMP) designation from the international Facility Management Association (IFMA) is an asset.

Experience

- 5+ years of space planning experience within a geographically large and multi-building corporation is required, preferably within an educational setting.
- 2+ years of direct managerial experience, or experience working as part of a managerial team
- 2+ years of project management experience, in particular in relation to managing renovations and building projects.
- Building management and operations experience is required, including demonstrated experience with the following: building operations and maintenance, security access/systems, leasing, budgeting, IST infrastructure/installations, etc.
- Proven experience managing multiple complex and large projects simultaneously while coordinating competing demands and priorities.
- Experience dealing with numerous client inquiries, providing accurate and consistent advice as needed.

Knowledge/Skills/Abilities

- Demonstrated ability to build and maintain respectful and productive business or professional relationships with various stakeholders.
- Experience using AutoCAD, REVIT, Sketchup or other visualization tools.
- Written and verbal skills for procedural documentation and demonstrated experience with report writing
- Ability to work independently and as part of a team
- Ability to manage large workloads and prioritize competing deadlines
- Ability to take initiative to find creative solutions, and to be proactive in identifying potential solutions.
- Working knowledge of Archibus, or other space management software systems
- Ability to identify, understand and apply a combination of quantitative and qualitative research methods to investigate questions and possible solutions.
- Experience providing support to senior leadership in a university environment

Nature and Scope

- **Contacts:** Internally, communicates with senior leadership and senior colleagues across the University at large to influence, advocate and promote the Institution's vision and strategic planning. Provides leadership, strategic advice and counsel to senior leadership committees. This role works closely with faculty, staff and students across the entire university and as such interacts with all Faculties, Colleges, Academic Support Units and Ancillaries.
- **Level of Responsibility:** Responsible for leading space planning initiatives across the entire University of Waterloo, and providing strategic advice to the Associate Provost, Integrated Planning & Budgeting and other members of the University of Waterloo senior leadership team. Integral involvement in strategizing on issues of the utmost importance to the Institution. More generally, contributes in a helpful, professional, and timely manner to the management of a multitude of issues in a fast-paced, multifaceted environment. Influences campus-wide decisions on space and infrastructure. Consequences of error may include, but are not limited to disrupting operations, risks to the University's reputation, and undue financial hardship
- **Decision-Making Authority:** Must be capable of making decisions independently, knowing when to escalate matters to the Associate Provost, Integrated Planning and Budgeting or other members of the leadership team, and contributing positively and creatively to discussions around strategic decisions to be made by the Provost and other members of the University's senior leadership team.
- **Physical and Sensory Demands:** This role involves both office and field settings. Project inspection and other aspects of the position involves significant amount of walking. Inspection of construction sites requires wearing of appropriate personal protective equipment (PPE), including steel toe boots, hard hats and goggles. Office work may involve minimal physical demands and moderate sensory effort resulting in slight fatigue, strain or risk of injury.
- **Working Environment:** Work can require unusual hours or schedules, multiple and/or tight timelines that may be unforeseen and subject to constant interruptions (e.g. phone calls, e-mail and unplanned but urgent service requests) that are impacted by varying request volumes at different times. Work requires attendance to sites on main and satellite campuses.