

Job Description



Job Title:	Space Planning & Classroom Management Specialist
Department:	Associate Provost, Resources
Reports To:	Director of Space Planning
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	March 1, 2017

Primary Purpose

Reporting to the Director of Space Planning, the Space Planning & Classroom Management Specialist supports the analyzing and planning of academic and academic support spaces within the University of Waterloo. This position assists the Director of Space Planning in all space issues, inquiries, assignments, etc. as they may arise. These may include construction and renovation projects, efficient use of space, planned and emergency maintenance, and forecasting of future needs.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Support to Director of Space Planning

- Assists Director of Space Planning with developing and definition and execution of project goals and objectives.
- Evaluates, manages and makes recommendations to Director of Space Planning regarding requests for new campus space, temporary use of space and/or space reallocations. Assists the director of Space Planning with prioritization of requests according to numerous factors.
- Assists with forecasting for campus building space optimization including the utilization of student population data and other growth forecasts.
- Assists the director of Space planning in assessing space requirements of new initiatives.
- Assists with the development of project scope and budget documenting, tracking and reporting.
- Compiles and maintains current lease summary in support of space planning activities.
- Assists with financial forecasting for the annual Space Planning Office budget, including the analysis of major project proposals.
- Develops space program documentation for major projects.

Space Project Management

- Manages logistical requirements related to space transitions, including any customization needed by the department for usability.
- Ensures that space transitions are handled efficiently, professionally, and according to timelines established with the clients and units affected by the move.
- Translates space program requirements into alternative scale test fit CAD drawings that establish the location of all furniture and amenities.
- Develops and monitors work requests through to completion, including large scale relocations.
- Liaises with other on campus stakeholders and support units to bring together the various components of a space transition and ensuring an effective execution of plans.
- Monitors and reports on the progress of each project including renovations, furniture modifications, and infrastructure changes.
- Monitors financials of projects, including client approvals. This includes tracking and reviewing invoices, receipts and budget expenditures to for reporting compliance
- Maintains a current knowledge of best practices and trends in office and academic space design.

Space Planning Software Interface

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<ul style="list-style-type: none">• Archibus:<ul style="list-style-type: none">○ Provides timely and accurate updates to the campus space database as a result of moves and major renovations.○ Uses space database planning modules to support long range space reallocations.• CAD:<ul style="list-style-type: none">○ Uses CAD software drawing tool to develop the recommended layout to suit the needs within resource constraints.○ Prepares preliminary CAD drawings for Plant Operations Design Services for the execution and completion of renovations.
Internal UW Stakeholder Relations and Communications <ul style="list-style-type: none">• Serves as first contact with Plant Operations, IST, Central Stores and other stakeholders on a regular basis, and, when authorized by Plant Operations with outside contractors and vendors. Develops and maintains positive and productive professional relationships.• Communicates with all stakeholders on a pro-active and follow up basis to ensure that planned modifications are carried out in a timely, high-quality, and cost-effective manner.• Employs creative diplomacy and the ability to confront and manage disagreement.
Classroom Management <ul style="list-style-type: none">• Provides leadership and coordination for operating, upgrading and maintaining teaching and learning facilities with stakeholder groups.• Assist with the development of process that govern classroom maintenance and upgrades. Provides information to the Teaching and Learning Spaces Committee. Coordinates between Registrar (scheduling), Plant Operations and others to prioritize and plan classroom improvements/renovations.• Facilitates a communication plan for the use of classrooms by faculty, staff, students, etc.• Prepares an annual report of classroom condition assessment, including recommendations for improvements, options for future use, and any necessary work needed to maintain spaces at UW standards• Develops the protocols for day to day response to registrar managed classroom deficiencies.
Supervision <ul style="list-style-type: none">• Provide supervision to part time or co-op employees in the context of Space Projects and Classroom Management.
Other <ul style="list-style-type: none">• Collaborate with other space planning office staff to ensure sufficient cross-training and support during holidays and other short-term absences.• Performs other duties as assigned.

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• Completion of a post-secondary diploma or degree or equivalent experience is required• Facilities Management Professional (FMP) designation from the International Facility Management Association (IFMA) is required
Experience <ul style="list-style-type: none">• Space planning experience within a geographically large and multi-building corporation is required, preferably within an educational setting• 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• Experience planning and coordinating diverse services in support of major unit relocations• Experience developing lease profiles

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- Experience providing guidance and direction to support staff

Knowledge/Skills/Abilities

- Demonstrated ability to maintain large amounts of detailed project information in an accurate and timely manner
- Demonstrated ability to build and maintain respectful and productive business or professional relationships with various stakeholders
- Knowledge of furniture systems and layouts in support of transitions to open office environments
- Basic proficiency with AutoCAD
- Proficiency with Archibus (Space Planning and Management, Move Management)
- Advanced computer literacy with Microsoft Excel
- Intermediate computer literacy with Microsoft Word and PowerPoint

Nature and Scope

- **Contacts:** Internally, this position interacts with Senior Faculty admin, Plant Operations, IST, Central Stores, and numerous other service providers. This requires clear communication and documentation. Co-operation between teams to create a positive and productive environment is critical. Externally, this position interacts and coordinates with 3rd party service providers (i.e. contractors, vendors).
- **Level of Responsibility:** This position is responsible and accountable for the development and execution of all space related strategy, operations and evolution, related to the University of Waterloo community as outlined above. The incumbent is expected to work with little supervision under the guidance of the Director of Space Planning
- **Decision-Making Authority:** This position has final decision-making authority for all items outlined above, in consultation with the Director of Space Planning.
- **Physical and Sensory Demands:** This role, in an office setting, involves minimal physical demands and moderate sensory effort resulting in slight fatigue, strain or risk of injury. This role involves office and field settings. Project inspection and other aspects of the position involves significant amount of walking.
- **Working Environment:** There may be unusual hours or schedules, multiple and/or tight deadlines beyond ones control and constant interruptions (i.e. phone calls, email and unplanned, but urgent service requests) that are impacted by varying request volumes at different times.