

Job Description

Job Title:	Data Analyst, Space Planning
Department:	Space Planning Office
Reports To:	Manager, Space Planning
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	October 2022

Primary Purpose

Reporting to the Manager of Space Planning, the Data Analyst, Space Planning is responsible for organizing, collecting, maintaining and reporting accurate data on the use and allocation of space, including classrooms, at the University of Waterloo. The Space Data Analyst takes a broad leadership role with regards to space data, and the associated information systems supporting that data. Working in partnership with Plant Operations, the Registrar's Office, and others, this role takes a pan-institutional approach to the administration of the space database, which is used across the university for a variety of reasons including the implementation of space expense allocations within the Waterloo Budget Model (WBM). The Data Analyst, Space Planning is responsible for ensuring that all changes to the space database are properly documented and that the space data recorded in the database is reviewed and validated on a regular basis. The role is responsible for tracking changes in space use and allocation over time, and furnishing regular and ad-hoc reports for the purposes of space and capital planning. Accurate and timely space data reports are required for such purposes as input to the institutional budgetary process and input to the Council of Ontario Universities (COU) "Inventory of Physical Facilities of Ontario Universities", amongst others. The Data Analyst, Space Planning understands how space data is used by various systems and units across the institution and makes recommendations to the Manager of Space Planning on how best to achieve data integration and standardization across these systems.

Key Accountabilities

Space Data Management

- Provide oversight and functional ownership of the Space database on campus, which is comprised of a number of information systems. Work cooperatively with IST to ensure security, integrations, and health of the database, and work with a group of campus stakeholders to understand and manage downstream impacts of Space data.
- Ensures that the University of Waterloo space database, including leased space and space at the Affiliated and Federated Institutions of Waterloo (AFIW) is up to date and accurate at all times.
- Undertakes regular physical inspections of institutional space holdings to verify, and correct as necessary, space coding and coding practices.
- Develops and undertakes regular space holding reviews with academic and academic support units, including AFIW, to capture changes in holdings due to leases, real property acquisitions, renovations, new construction and short-term space loans.
- Collaborates with Plant Operations staff to ensure cohesive use of modules in the university space database between the two teams to ensure data reliability. Together with staff in Plant Operations, works to ensure that the database includes accurately polylined CAD drawings for all space holdings, allowing the drawings and related data to be reliably used for space planning across the university.

- Ensures that regular extracts of space data are securely stored, to facilitate comparisons of space use changes over time.
- Leads the process to review and evaluate data visualization and storage capabilities as they relate to Space Data Management. Working with IST, the Data Analyst, Space Planning aligns space data practices with other key data processes on campus to facilitate strategic analytics and reporting to senior administration.

Classroom Asset Data Management

- Regularly reviews with the scheduling office, IST and academic units, all classroom assets, their characteristics, and position in a classification scheme relevant to the scheduling and room bookings processes.
- Develops and implements a process to collect, store and share classroom asset and characteristics information obtained from the registrar's office, academic units (including AFIW) and IST.
- Collaborates with IST, the Registrar's office and other units to implement an effective mechanism for users to access classroom information, to book rooms, and to provide feedback.

Space Data Reporting and Analysis

- Provides timely and accurate reports and analyses of space utilization from a variety of sources such as: the university space database, Quest, (the student information system), Astra (the room booking system), Infosilem (the course scheduling system), etc.
- Develops expert knowledge of COU space standards and communicates their appropriate use to Faculties, ASUs, AFIWs, and Ancillary Services across the campus responsible for using those standards when reporting data on space occupancy and usage.
- Produces an annual report of space holdings and changes for the University to support planning activities.
- Develops and maintains a set of regular space occupancy and utilization reports for academic, academic support and classroom spaces.
- Works directly with all units on campus to ensure correct coding for triennial COU Space Survey.
- In partnership with IAP, completes the triennial COU Space Survey on behalf of University of Waterloo.
- Reviews and validates IAP reports that draw upon data extracted from the space database.
- Assists, trains and supports department staff in the use of space data and space data extracts.

Space Database Administration, Maintenance and Training

- Handles all space database account administration, including account set-up and maintenance.
- Maintains security administration for user profiles.
- Maintains and provides policies, procedures and documentation in support of database users and those who collect and update the space data.
- Facilitates training for space database users from Faculties, ASUs, and AFIWs. Training includes coding guidance and coding best practices based on current COU standards and University room standards.
- Maintains a close relationship with the database software supplier, especially their technical support staff. Initiates changes to the database as required, and coordinates all changes with Plant Operations.
- Leads a regular upgrade cadence with the database software vendor, in partnership with Plant Operations and other units across campus.
- Provides support to University participation in regular COU Space Committee meetings.

Systems Integration

- Understands and remains informed about the linkages between UW databases, including modules within the university space database that depend upon space and classroom data.

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<ul style="list-style-type: none">• Works with IST and Plant Operations to manage dependencies between systems that use space data, including involvement with, and support of, system upgrades and replacements for dependent systems.• Supports the design and documentation of these dependencies with the aim of maintaining data systems integration, data integrity, and usability.• Makes recommendations to the Manager of Space Planning regarding changes to data architecture or processes that could lead to improvements.
Supervision <ul style="list-style-type: none">• Provides supervision as required to part time or co-op employees in the context of space data gathering, verification and onsite inspections.
Other Duties <ul style="list-style-type: none">• As needed, will provide back up to all other job roles in the Space Planning Office.

**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 <ul style="list-style-type: none">• Completion of a Bachelor's degree in a relevant field, or equivalent education, training and experience.
Experience <ul style="list-style-type: none">• Expert level experience with an appropriate space inventory/management system is required.• Several years of experience in data management and reporting in relation to planning, forecasting and performance management, preferably in an academic environment.• Experience performing quality assurance functions to ensure data integrity and accuracy.• Project management training and experience required.• Familiarity with Real Estate and Facilities documentation and processes.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Thorough understanding and knowledge of Archibus modules used by Space Planning and Plant Operations is required.• Core competencies are attention to detail, analysis and analytical insight, creativity and flexibility, organizational and communications skills• Advanced proficiency in Excel with the demonstrated ability to perform data cleansing and analysis functions.• Experience using visualization and presentation tools as well as AutoCAD, Microsoft Office Suite, and Integrated Workplace Management Systems is an asset.

Nature and Scope

- **Contacts:** Internally, this position interacts with various departments at UW including IAP, Registrar's Office, Plant Operations, IST and all Faculties on a regular basis. Will act as point of contact for inquiries related to space and facilities data, demonstrating outstanding customer service and integrity.
- **Level of Responsibility:** This position is responsible and accountable for all data, reports and presentations from within the department, ensuring data security and integrity is maintained and that information is distributed accordingly.

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- **Decision-Making Authority:** This position is responsible for making recommendations to the Manager of Space planning on all decisions related to data for the space planning function at UW, including system improvement, customization, and optimization.
- **Physical and Sensory Demands:** Regular exertion necessary for building space validations. Beyond space validations, minimal demands typical of a position operating within an office environment
- **Working Environment:** Regular working hours, with occasional evening and weekend work required during peak periods.