

Job Description



Job Title:	Space Data Manager and Analyst
Department:	Associate Provost, Resources
Reports To:	Director of Space Planning
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	April 1, 2017

Primary Purpose

Reporting to the Director of Space Planning, the Space Data Manager and Analyst is responsible for organizing, collecting and maintaining accurate data on the use and allocation of space, including classrooms, at the University of Waterloo. The role is also responsible for tracking changes in space use and allocation over time, furnishing regular and ad-hoc reports for the purposes of space and capital planning. Accurate and timely space data reports are required annually as input to the institutional budgetary process and to the Council of Ontario Universities (COU) "Inventory of Physical Facilities of Ontario Universities" report which is produced tri-annually. The Space Data Manager and Analyst understands how space data is used in various systems across the institution and makes recommendations to the Director of Space Planning on space data standards and how best to achieve data integration and standardization across these systems.

Key Accountabilities

Space Data Management

- Ensures that institutional and Affiliated and Federated Institutions of Waterloo (AFIW) space data 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 that space holdings have associated poly-lined CAD drawings, therefore allowing the drawings to be reliably used for space planning across the institution.
- Ensures that regular snapshots of space data are taken so that changes in space use over time can be reported.

Classroom Asset Data Management

- Regularly reviews with the scheduling office, IST and academic units, a classroom asset and characteristics 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: Archibus (Space Planning and Management, Move Management), Quest, (the student information system), Astra (the room booking system), Infosilem (the course scheduling system), etc.
- Develops expert knowledge of COU standards and communicates their appropriate use to units and individuals responsible for reporting data.
- Produces an annual report of space holdings and changes for the University.
- Assists, trains and leads all departments with interpretation of space data and space data extracts.

Space Database Administration, Maintenance and Training

Job Description



<ul style="list-style-type: none">• Handles all space database account administration, including account set-up and maintenance.• Provides documentation, training and support for database users and those who collect and update the space data.
Process Diagrams and Forms <ul style="list-style-type: none">• Develops and distributes process diagrams for space related procedures and transactions (SIAG, Capital Planning, Research grant applications, new academic programs etc.)
Systems Integration <ul style="list-style-type: none">• Understands and remains informed about the linkages between UW databases that pertain to space and classroom data.• Supports the design and documentation of these dependencies with the aim of maintaining data systems integration, data integrity, and usability.• Makes recommendations to the Director of Space Planning regarding changes to data architecture or processes that could lead to improvements.
Reporting and Analysis <ul style="list-style-type: none">• Develops, with the advice of the Director of Space Planning, a set of regular space occupancy and utilization reports for academic, academic support and classroom spaces.• Analyses, interprets and documents trends in the space data to support planning activities.• Assists the Associate Provost, Resources and the Director of Space Planning with research on best practices, ad-hoc reporting and development of new reports.
Working environment <ul style="list-style-type: none">• Maintains positive and constructive working relationships within the workplace.• Is professional and respectful in interactions with others.

Required Qualifications

Education <ul style="list-style-type: none">• Completion of a Bachelor's degree in a relevant field, or equivalent education and experience
Experience <ul style="list-style-type: none">• Experience with integrating data from different sources is required.• Experience with space inventory/management systems such as Archibus is an asset.• Several years of progressive experience in data management with analytics related to planning, forecasting and performance management, preferably in an academic environment.• Experience performing quality assurance functions to ensure data integrity and accuracy.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Understanding and familiarity with database and systems integration concepts, with a demonstrated ability to extract data from multiple databases, and integrate the data into comprehensive management reports and presentations for a variety of audiences.• Ability to think at a systems level while also working at a detailed level.• Proven ability to develop and maintaining productive professional relationships.• Core competencies are project management, attention to detail, analysis and analytical insight, creativity and flexibility, organizational and communications skills.• Strong communication and collaboration skills.• Positive, can-do attitude, motivated towards continuous learning and improvement.• Experience with process diagramming tools.• Advanced proficiency in Excel with the demonstrated ability to perform data cleansing and analysis functions such as pivot tables and vlookup.• Experience using visualization and presentation tools (e.g. Tableau or QlikView) is an asset• Demonstrated ability to exercise good judgment and make independent decisions.

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 important 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.
- **Decision-Making Authority:** This position is responsible for making recommendations to the Director 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 work required during peak periods.