

Class No.:	
Original Date:	August 2012
Revision Date:	April 2016 February 2017 June 2017 February 2018
Pay Group:	22

JOB DESCRIPTION

Campus Planner, Space & Interior Design

NATURE AND SCOPE OF WORK

The Campus Planner, Space & Interior Design provides technical and strategic expertise to ensure the campus is a great space to learn and work. The role supports short and long-term space planning, review of space utilization, the development of space, finishes, furniture and wayfinding standards for the University along with determining requirements, alternatives and oversight of minor space renovations.

This position reports to and receives direction from the Manager, Campus Planning.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Performs needs assessment for space changes based on program/department needs and current space utilization on campus. Liaises with administrators, faculty, and staff, to determine requirements; identifies logical and economical options and negotiates space allocations with administrators and Deans, as directed by the Manager, Campus Planning. Makes recommendations to the Manager, Campus Planning for space moves or layout changes based on needs, usage, location, safety and security, in alignment with the strategic and academic plans.
- Provides input to long term capital planning including refurbishment planning for the campus focusing on strategies to improve the learning environment and creating strategies to provide a visually appealing campus at minimal expense.
- Plans and manages multiple projects as it relates to space planning such as departmental relocations, classroom/office changes and facilities closures required to support space changes.
- Coordinates minor renovation projects including developing alternative plans and layouts, cost estimates, materials and product research.
- Provides overall coordination of complex office moves including change management and communication to various stakeholders.
- Analyzes space utilization making recommendations as to spaces to modify to improve utilization.

- Identifies best practices for space utilization following the Ministry's guidelines for space management.
- Maintains the Facilities Inventory System (FIS) database for all university campus locations and compiles information for annual reporting to the Ministry. Periodically completes an audit of the FIS data to ensure accuracy.
- Develops in consultation with various Departments as required wayfinding/signage standards that are sustainable both economically and environmentally while creating wayfinding that is welcoming and easy to follow.
- Develops layouts for systems and other furniture using applicable software. Prepares floor plans and furniture layout plans.
- Contributes to the development of university standards for space.
- Develops standards for furniture, finishes, equipment and materials i.e. carpet, lighting, flooring etc. Ensures design team is provided with current information. Develops and drafts communications with students, employees, and neighbours as required regarding renovation projects or space changes.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of AutoCAD, MS Project, Adobe Illustrator and InDesign software, Microsoft Visio, and the ability to learn new software and systems as required.
- Ability to develop creative furniture/room layout options using various software.
- Thorough knowledge of word processing, database, spreadsheet, and email.
- Demonstrated ability to compose complex business correspondence including presentations, documents, drawings and specifications related to the field.
- Proven ability to maintain, manage and prepare drawings, graphs and spread sheets, Gant charts and related reports.
- Ability to be flexible and quickly adapt to changing needs and processes and utilize strategies to help others to do so.
- Strategic thinker who keeps current with trends in educational learning spaces.
- Considerable knowledge of space planning concepts and principles.
- Working knowledge of building codes, fire and safety codes, bylaws, regulations and related legislation including Worksafe BC regulations.

- Thorough project management skills including the ability to deal with external companies and professional service providers; ability to schedule, coordinate and oversee the efficient delivery of a variety of space planning, alterations and renovation contractors while meeting the required project schedule.
- Demonstrated understanding of building construction in order to conduct thorough visual inspections of building facilities; read and interpret blueprints, specifications and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, and estimate and order materials.
- Demonstrated understanding of systems furniture and typical office layouts.
- Effective organizational, analytical and exceptional problem-solving skills.
- Ability to establish and maintain effective working relationships with other employees, students and the public.
- Ability to exercise significant tact and discretion to deal with confidential matters pertaining to movement of staff for space utilization purposes.
- Ability to maintain sustained attention to detail and to enter information accurately and efficiently.
- Ability to stand/walk for up to seven hours per day; ability to safely lift, push and move items within Worksafe guidelines.
- Ability to use sound judgement with proven troubleshooting and organizational skills and abilities with minimal supervision.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two-year diploma in Architectural and Building Technology, Industrial or Interior Design or equivalent and supplemental training in a related field. Preference provided to an individual with a degree within a relevant discipline.
- Five years of related work experience in facilities management, and/or construction, and/or interior design, and/or planning, layout design or architecture, preferably in a post-secondary or institutional environment.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

None.

Project Management Certification an asset.

Change Management Prosci an asset.

National Council for Interior Design Qualification (NCIDQ) an asset.