1. **Position Identification**

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>993480, 994159, 998763</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Coordinator, Interior Planning</td>
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<tr>
<td>Department:</td>
<td>Facilities Management</td>
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<tr>
<td>Reports to:</td>
<td>Manager, Interior Modification Services, Capital Development</td>
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| Number of Direct/Indirect Reports:      | Direct: 0               | Indirect: 0 |
|----------------------------------------|-------------------------|
| Classification Level:                  | PEA SG 10               |
| Current Incumbent (if applicable):     |                         |

2. **Position Summary**

As stewards of the campus, Facilities Management fosters and enriches an inviting and functional environment that welcomes and supports all who come here. Facilities Management’s customers include Deans, departments, faculty, staff and students. The department’s branches work together as a team to ensure a high standard of customer service delivery, as well as the provision of capital projects, and effective, efficient and safe performance for the operation and maintenance of campus buildings.

Reporting to the Manager Interior Modification Services of Capital Development, the Coordinator, Interior Planning is responsible for interior tenant improvements, providing the necessary space planning, interior finishes and furnishings, minor renovations, and moves logistics for the university. The Interior Planner brings knowledge of the interior design industry and expertise to project stakeholders across the campus, including academics, researchers, unit leaders, students, staff and others through the full-cycle of projects – from planning and design through to delivery and closeout. Responsibilities include the coordination and development of facility needs assessments, programming, sustainability initiatives, accessibility initiatives, and interior design of projects; and, the management and oversight of required professional consulting services.

This position leads project stakeholders (academics, researchers, unit leaders, students, staff and others) through interior space planning for major new building projects and renovations, and other minor renovations, moves and departmental relocations on campus. These responsibilities require consultation and effective communications with internal user groups and external vendors. The position is responsible for the administration, reporting, and budgets required for university projects funded through capital accounts and customer accounts.

Under the direction of the Manager, Interior Modification Services, this position liaises with Purchasing Services, Campus Security, Occupational Health and Safety, FMGT maintenance shops and janitorial services, external regulatory agencies, and industry related consultants / organizations. This position provides direct supervision of contractors and consultants on a project-by-project basis.

The Coordinator, Interior Planning’s involvement in projects requires flexibility to work weekends or after hours in accordance with project schedules; work requires physical, sight and hearing abilities in moving furniture and fixtures, selecting finishes and ensuring safety and also conducts site visits where there is exposure to height conditions, noise, untidy and potentially hazardous site conditions during construction and/or including exposure to weather conditions.
3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Project Initiation, Planning and Design</th>
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- Deliver capital projects, ensuring their proper planning, design, specification, delivery and administration.
- Adhere to proper procurement procedures for securing consultants and contractors / suppliers with adherence to government regulations.
- Liaise and ensure coordination with the internal Project Officer, and other senior staff to ensure project management practices, processes and procedures are incorporated as part of all project delivery.
- Develop project briefs and terms of reference, including a description of the work and project budget, for review with the user group.
- Assist in the preparation of Request for Proposals for Consultants.
- Liaise with project consultants and user groups throughout the design phase, to ensure that the project documents fully encompass the intended scope of work, and to ensure that the design documentation complies with University standards.
- Monitor the ongoing design to ensure that the project remains within any pre-defined budget constraints.
- Review design options and make recommendations based upon meeting the project requirements for both quality and cost.
- Monitor progress through design, tender, and construction phases.
- Translate user requests and information for consultants, drafting technicians and Project Officers.
- Develop preliminary cost estimates and project budgets.
- Review consultant project designs and provide high level critique of designs and budget estimates at critical milestones of project development.
- Provide recommendations, advice and guidance to university staff regarding University standards, policies and procedures.
- Make presentations on the project to the key project stakeholders.
- Enter project information onto the in-house Project Tracking software.
• Prepare service requests for in-house trades and purchase requisitions for external goods and services.
• Conduct site tours with bidding contractors.
• Interpret and administer contracts and where necessary liaise with the Manager and the Director on matters of dispute.
• Provide project information and analysis as required for reporting by Manager and the Director, in support of the Executive-Director, VPFO and Board of Governors.
• Review and process consultant, contractor, and supplier invoices.
• Review shop drawings as may be necessary.
• Participate in project site inspections and meetings with consultants and contractors, monitor for quality assurance and progress, prepare reports.
• Check, review and recommend payment on monthly progress claims from contractors, consultants, and business invoices, by checking against project commitments and purchase orders to ensure correctness.
• Obtain Operation and Maintenance Manuals from contractors for Shop distribution.
• Procure and oversee the orderly delivery and installation of interior furnishings and cabinetry, equipment and signage for capital construction projects and client funding projects.
• Advise the University on consultant / supplier contract administration and conflict resolution; negotiate with professional consultants / suppliers in solving complex problems related to interior finishes and furnishing purchases, delivery scheduling, order tracking, supply and installation.
• Ensure accurate implementation of all acts, policies, regulations, statutes, and codes relative to interior planning, and provide technical advice to staff regarding procedures for doing so.
• Assist with the design, manufacture and installation of signage for the University, and ensure maintenance of the department’s Signage Design Standards and Specifications.
• Engage suppliers using University standard procurement procedures and processes.
• Liaise and ensure coordination with senior staff to ensure interior modification services are successfully incorporated in parallel with project development.
• Maintain and update financial documentation, project budget cost controls, update status reporting on projects.
Space Allocation Records and Standards

5%

- Report to the Manager changes to space allocation on campus by preparing information and communicating to new occupants.
- Work with internal and external stakeholders to create new and revised room numbering as a result of new building or interior renovations to ensure consistency and adherence to University policies and procedures.
- Request space allocation funding / budgets for new University hires. Oversee related project delivery and spending.

Accessibility, Sustainability and Green Building Initiatives

10%

- Ensure that the University addresses universal accessibility in all projects to improve the campus for those who have challenges and special needs.
- Ensure sustainability is considered in all activities.
- Ensure green building initiatives are incorporated in capital construction projects, interior renewals, improvements, and furniture upgrades.
- Participate in the development of metrics for the measurement and reporting of Sustainability Policy successes.
- Coordinate surplus assets, warehouse inventory, and the reuse, recycling and final disposal of university furniture and related equipment on campus.

4. Classification Factors:

(a) Independence of action, authority and decision making:
- Ensure the Manager remains advised of all sensitive and complex project issues, and ensure collaborative decision making.
- The Coordinator, Interior Planning, makes decisions on the management of projects and building interiors, consultant and supplier procurement, and deals directly with project stakeholders.
- Decisions generally are analytical in nature, and many require immediate attention to problem solve issues that could result in significant financial or scheduling impacts for the university.
- Decisions are guided by policy, industry standards, best practices, established processes and procedures.

The position requires a high level of expert knowledge and independence, understanding of planning and design, consultant procurement, product specifications, and the work is reviewed and evaluated based on results.
- Determination of priorities in accordance with the Manager and department priorities, in response to project urgencies.

(b) Accountability – scope and impact:
- Engages in project planning, spend tracking and completion with operational impact and significance, including cost and risk.
- Receives and assesses invoices and payments; analyzes changes in price, compared against budgets, and makes recommendation for final approval to the Manager and Director.
- Oversee capital project and customer budget spending.
(c) Supervision given and received:
• Receives formal supervision from the Manager.
• Holds informal supervisory responsibility for project teams, work study, coop, consultants or other professional service providers. Provides informal guidance and coordination to projects (including other FMGT staff from operations maintenance shop staff, project officers).
• Manages and comments on quality control of deliverables from outside professional service providers. Contact with consultants requires experience, tact and patience, and precise written and oral expression when dealing with complex design issues.
• As an employee, ensures safety regulation, policy, procedures and guidelines are current and upheld.
• Ensures safety considerations are integrated into all plans and activities.
• Ensure that interior planning, interior finishes and furnishing solutions remain compliant and focused on Health and Safety initiatives.
• Ensures code and safety considerations are integrated into all plans and activities.
• Ensures systems are in place and maintained to protect University property, buildings and infrastructure.
• Identifies and liaises with Project Officers for potential containment, removal or disposal of hazardous materials contained in existing buildings.

(d) Budget, Financial & Material resources:
• The position recommends payment for action by the Manager.
• Responsible for day-to-day monitoring and administration of project budgets up to $100K.
• Oversees campus furnishing, fixture and equipment assets estimated at $35 million.

(e) Problem-Solving
• Requires the expertise to carry out in-depth analysis of complex and unique capital planning issues, and critical thinking to identify creative and strategic solutions requiring interpretation and investigation of alternative methods, regulatory requirements and innovative thinking to conform to Departmental practices and policies, and may research or provide expertise for university policies and develop related standards and procedures, tools and templates. Ensure processes and procedures are implemented in compliance with University policies.
• Reasoned, calculated and considered analysis with an understanding of programmatic, design and technical priorities is required for advice and project decision making at critical milestones.
• Review of design and specifications requires understanding of contract documents, roles and responsibilities of service providers to determine responsible parties and provide clear direction to expedite solutions.
• Consultant disputes require detailed background analysis, and a clear approach combined with understanding of legal aspects consultant engagement.

5. Summary of qualifications:
A university degree or diploma in Architecture or Interior Design with registration in the relevant professional association in British Columbia, with 5 years relevant experience including planning, design and administration of building interior tenant improvements, furniture, fixtures and equipment and moves.
Minimum 2 years of experience in a public sector capital project delivery, interior design and space planning environment.
Experience and abilities to include:
• Able to provide effective presentations to both small and large audiences.
• Working knowledge of capital project management, planning, design, construction and project administration.
• Management / supervisory experience in the hiring and oversight of industry professional consulting and contracting services.
• Lead staff and outside service providers in a collaborative team approach.

An equivalent combination of education, training and experience could also be considered. Preference may be given to applicants with experience gained in a post-secondary or similarly large, complex and unionized environment.

**UVic Core Competencies:**

The competencies represent the skills, knowledge and behaviors required to advance the initiatives of the unit/department and the university. As a staff member, this role should demonstrate UVic’s Core Competencies which include Personal Effectiveness, Commitment to Quality, Navigating Change, Communication, Building Equitable Relationships, Teamwork, Service Focus, and University Community.

Key job-specific competencies include:

- **Commitment to Quality** – improves work practices to achieve desired results and support productivity.
- **Navigating Change** – demonstrates adaptability and resilience in response to changing work environments and demands.
- **Communication** – Communicates (English) effectively in conversation and writing with a broad range of people.
- **University Community** – values diversity of the university’s people and their cultures. Demonstrates and understanding of the university’s vision, mission and goals.