

Senior Planning Coordinator

Position Details

Position Information

Position Title

Senior Planning Coordinator

Who We Are

At BCIT, putting people at the core of everything we do is paramount. This idea is the foundation of BCIT's [People Vision](#), which describes the Institute's goals and priorities in respect to our people. In a complex and uncertain world, it's vital our people feel valued, supported and connected. BCIT champions a culture of innovation and global progress through people's imagination and creativity. With a competitive compensation package, great work-life balance, and career advancement opportunities, see why we've earned the title of one of [BC's Top Employers](#) for over ten years running.

BCIT values diverse experiences, ideas, cultures and perspectives and is committed to fostering a diverse and inclusive workplace. As an equal opportunity employer, we encourage applications from members of all groups experiencing barriers to equity. If you require accessibility accommodations during any part of the application or hiring process, please contact RecruitmentAssistant@bcit.ca so we can best support you. Please note that all applications must be submitted via the careers page portal, **email applications will not be accepted**.

The British Columbia Institute of Technology acknowledges that our campuses are located on the unceded traditional territories of the Coast Salish Nations of xwməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətaʔ (Tsleil-Waututh).

Position Summary

BCIT's **Campus Development** department is seeking a **temporary, full-time (1.0 FTE) Senior Planning Coordinator** to join the team. This position prepares and implements facility planning, urban design and architectural projects in accordance with Institute and Ministry standards, and directs consultants and staff in the preparation and implementation of facility planning projects. Maintains a high level of professionalism and client service and builds stakeholder consensus on project outcomes. Prepares electronic base plans, maintains space classification and numbering databases, audits space use and classification and liaises with the Ministry Planning Officer to ensure institute compliance with annual ministry facility reporting requirements. Develops space-related reports and analysis of space use for decision making. Administers capital planning and campus development planning processes by providing project coordination, spatial analysis and leading stakeholder consultation meetings. Makes determinations on interior and exterior space layouts and efficiencies and ensures that ministry and institute standards are maintained throughout all stages of planning and implementation.

Duties & Responsibilities

DUTIES & RESPONSIBILITIES:

Capital Planning and Campus Development:

- Prepares capital budgets and participates in the development of business cases.
- Leads stakeholder consultation meetings and validates space use for design consultants.
- Implements the Campus Development planning process, including facilitation of public consultation activities, communication and analysis of stakeholder feedback
- Plans and conducts the comprehensive audit of conditions of buildings, systems and structures. Analyzes results and recommends action plans to ensure continued economic operation, including cost estimates and priorities.
- Coordinates large scale capital planning proposals with project values in excess of \$50,000,000

- Updates databases and planning documents related to sustainability initiatives, including sustainability certification requirements (e.g. LEED).
- Prepares space utilization reports to be used in the Ministry capital planning cycle and recommends efficient space allocations.

Space Planning, Urban Design and Architecture:

- Prepares space planning, urban design and architectural project proposals, including production of perspective drawings, elevations, functional base plans, and room layouts to include furniture, equipment, telecommunications or other pertinent needs. Conducts space use audits and space use analysis reports for Facilities governance Team space allocations, decision making and Ministry Reporting.
- Acquires, reviews and awards Registered Professional consulting service contracts.
- Administers the tender process including the preparation, issue, review and award of the construction contract.
- Leads teams of consultants to define contract scope required for the preparation of space planning, urban design and architectural project proposals, including production of perspective drawings, elevations, functional base plans, and room layouts to include furniture, equipment, telecommunications or other pertinent needs.
- Reviews and verifies accuracy of consultant reports related to space planning, urban design and architectural projects.
- Defines scope of work, budget and schedule, and directs the implementation and delivery of space planning, urban design and architectural projects by Institute staff and consultants.
- Inspects buildings and office areas to evaluate suitability for specific occupancies in accordance with Ministry and Institute standards.
- Coordinates risk assessments and/or hazardous material sampling at project initiation to advise occupants, consultants and contractors of potential risks.
- Assesses project designs and recommends implementation measures such as temporary accommodation, impacts to clients and other stakeholders, scheduling and deliverability with respect to logistics and design suitability.
- Oversees project costs, authorizes payment for completed work, and prepares change orders to scope, completes and prepares reports and costs analyses.
- Conducts final inspections, compiles project deficiencies and authorizes final disbursements at project completion.
- Provides design expertise and advice on appropriate facility space planning, urban design and architectural renovations, furniture, colour and material selections for space planning, urban design and architectural and capital projects.

Base Plans and Reporting:

- Updates base plans and record drawings using Building Information Modeling and Computer Aided Drafting including architectural, structural, mechanical, electrical, and communications systems that exist within the buildings on the BCIT campuses.
- Administers the Archibus Facilities Management (FM) system with space management records, verifies and maintains the accuracy of the information and develops custom space reports.
- Conducts physical space audits and space use analysis reports to ensure space inventory on campus is accurate.
- Liaises with Ministry Planning Officer to audit and update space use classifications as required for annual Ministry Facility Information System (FIS) reports.

Client Service:

- Builds positive and productive relationships with BCIT stakeholders and external clients by maintaining a high level of professionalism and client service.
- Ensures consultants adhere to terms and conditions of contract agreements.

- Meets with BCIT stakeholders and external clients to compile information related to planning project proposals; identifies potential solutions consistent with Ministry and Institute standards and achieves stakeholder consensus on project outcomes.
- Maintains strong communication with the client groups, consultants, contractors and other service departments at each stage of the project and ensures that the completed project meets the customers overall satisfaction.
- Participates in Records Custodian training and remains current with record keeping practices, policies and procedures (both BCIT and FOIPOP).
- Undertakes related duties as assigned, consistent with the job grade for this position.

Qualifications

QUALIFICATIONS:

Definition:

The qualifications section for this position was developed using the approved job evaluation plan, agreed to between the BCGEU and BCIT. The qualifications represent the minimum qualifications required in the future (i.e. to be reflected in job postings) and do not reflect the incumbent's existing qualifications.

Education:

- Diploma of Technology in Architecture, Planning or Interior Design supplemented with at least one year of specialized training in interior design, space planning and system applications related to project administration, planning activities and reporting.

Experience:

- Two years of general facilities planning experience plus four years' current, practical experience in developing and administering projects, space planning and interior design.
- Working knowledge of mechanical and electrical systems including their representation on drawing formats.
- Demonstrated knowledge of building codes and industry standards, including experience leading a team or overseeing the work of professionals, contractors and internal clients.

Software/Computer Application(s) and Expertise:

- Experience using a variety of software packages with high degree of skill in the most current version of Building Information Modeling, Computer Aided Drafting Computer Aided Facility Management system such as Archibus FM, Microsoft Office suite, and relational databases.

Communication/Interpersonal Skills:

- Superb written and oral communications.
- Must be a team player with a customer service focus, strong organization, coordination and follow-up skills.

Administrative Skills (e.g. prioritizing, minute taking, wp speed, etc.):

- Must be able to work independently with minimum supervision.
- Must be able to work within tight deadlines and approved project budgets.
- Strong conceptual thinking and problem solving skills.

Additional Information

Benefits – Why you'd love working with us

- Competitive pay
- Minimum of fifteen days of vacation

- Competitive employer-paid extended health and dental plan – take a look at our [benefit plans!](#)
- Defined benefit [pension](#) plan with employer contributions
- Flexible hybrid work arrangements available
- [Professional Development](#) funds and resources
- Access to most BCIT PTS [courses](#) free of charge
- [Wellness](#) and Employee Assistance programs
- Complimentary membership with free access to the Fitness Centre, Gymnasium, and [more](#)

Salary Range

Salary Grade 10: \$61,268 - \$66,481 per annum

Additional Salary Information

External hires are initially placed at the minimum of the salary range with progression to the maximum. Salary prorated based on percentage and term of appointment.

Position Details**Posting Category**

Administration

School/Service Area

Administrative Services-Campus Planning

Campus Location

Burnaby campus

Bargaining Unit

BCGEU Support Staff

Job Status

Temporary

Full-Time/Part-Time

Full-Time

Number of Vacancies

1

Anticipated Start Date

10/24/2022

Anticipated End Date

10/20/2023

Competition Information**Competition Number**

22B150

Competition Open Date

10/05/2022

Competition Close Date

10/19/2022

Open Until Filled?

No

Quicklink for Posting<https://careers.bcit.ca/postings/6326>**Supplemental Questions**

Required fields are indicated with an asterisk (*).

1. What is the highest level of education attained?

- GED
- High School Diploma
- Certificate
- Diploma
- Associates Degree
- Bachelors Degree
- Masters Degree
- PHD

2. How many years of experience do you have in this type of position?

- 0-1
- 1-2
- 3-5
- 6-9
- 10+

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None