

Job Title: Planner

Date Posted: 02/27/2025

Req ID: 41835

Faculty/Division: VP - University Operations

Department: University Planning

Campus: St. George (Downtown Toronto)

Description:

Under the general direction of the Managing Director, University Planning and senior departmental staff, the Planner is responsible for all aspects of capital project planning, campus master planning and strategic facilities space planning for multiple projects on each of the three campuses of the University of Toronto in alignment with the University vision. The incumbent plays a key role in the implementation of capital projects as one of the University's official representatives with internal stakeholders, consultants, partners and approval authorities through the project development stage. She/he conducts research related to physical planning for University facilities, leads capital projects in the small to medium range of construction value and complexity, and assists senior staff on larger capital projects.

The incumbent also conducts research related to physical planning for University facilities. She/he recommends and participates in the development of modifications to space standards and methodology based on specialized expertise; recommends policies regarding the usage and entitlement to various kinds of space based on analysis to ensure consistency across divisions and consults with other agents and agencies of the University (e.g., Environmental Health and Safety, Utilities, Buildings Services and Grounds, Student Services, Accessibility Services, the Research Office, the Controller, etc.) as required by the various aspects of campus and facilities planning.

The incumbent will conduct research, analyses and preparation of materials of feasibility studies for potential projects and capital funding project applications; oversee the preparation of analyses demonstrating appropriate levels of space utilization based on specialized expertise (i.e., statistical and facilities analysis); oversee the process of developing a complete Project Planning Report to various Project Planning Committees established by the AVP, University Planning. The Project Architect / Planner will also determine the physical resources available and required to accommodate the existing and planned functions of a department or division to ensure that planned capital expansion is correlated to planned programmatic expansion.

QUALIFICATIONS REQUIRED:

EDUCATION:

- Professional Architect (OAA) or equivalent combination of education and project planning or management experience.

EXPERIENCE:

- Minimum 5 years' experience in institutional facilities planning and architectural design in the design and construction industry and/or statistical and facilities analysis.
- Must have experience in providing complex services in an academic or equivalent diverse environment, and the ability to work collaboratively with a diverse community.
- Knowledge of best practices in programming and designing instructional and research facilities in the physical and life sciences is an asset.

SKILLS:

- Excellent written and oral communication skills.
- Very strong interpersonal and analytical skills; good demonstrated organizational ability; initiative; project management; judgment and tact. Good numerical skills required.
- Ability to use CAD software for plans, 3-D drawings and spreadsheets/analytical software proficiently.

OTHER:

- Ability to work independently with various internal and external stakeholders and partners.

- High level of accuracy required while working under pressure.
- Ability to exercise patience, tact, diplomacy and discretion.
- Demonstrated ability to work effectively in a consultative team environment.
- Highly developed creativity and initiative.
- Proven ability to manage multiple projects and to respond to frequently changing priorities.

This posting is for a 16 Month Term position

Closing Date: 03/21/2025, 11:59PM ET

Employee Group: Salaried

Appointment Type: Budget - Term

Schedule: Full-Time

Pay Scale Group & Hiring Zone: PM 3 -- Hiring Zone: \$91,937 - \$107,259 -- Broadband Salary Range: \$91,937 - \$153,227

Job Category: Facilities/Ancillary Services