

JOB DESCRIPTION

Senior Analyst Space

ROLE TITLE	Senior Analyst Space
SECTION/DIVISION:	Campus Development Strategy and Planning, Property and Campus Development Division
REPORTS TO:	Strategic Space Programme Manager
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil
PRIMARY PURPOSE OF THE ROLE:	<p>Support the Strategic and Planning team through data analysis and reporting on current and future space needs at the University. This includes generating regular and ad-hoc reports, contributing to internal and statutory reporting, and ensuring the accuracy of the space management database.</p> <p>The role involves collaborating with units such as Strategy Analytics, Human Resources, and IT Projects to enhance space optimisation and financial planning. A focus on continuous business improvement will drive space management innovations in processes and resource management.</p> <p>Additionally, the role will serve as the main operational contact for space data users, ensuring high service levels for reports and spatial changes while contributing to strategic space planning.</p>
ACCOUNTABILITIES:	<p>Data Analysis and Reporting</p> <ul style="list-style-type: none"> Analyse data to assist the Strategic and Planning Team in providing recommendations on current and future space needs, requests, and allocations. Contribute to the collection of data for internal and statutory reporting, including benchmarking tasks, room surveys, and ranking exercises using diverse data sets. Create, prepare, and generate regular and ad-hoc reports in accordance with deadlines and statutory requirements. <p>Collaboration and Relationship Management</p> <ul style="list-style-type: none"> Develop positive working relationships with the Strategy Analytics and Reporting Unit and Human Resources to obtain necessary data for developing scenarios, models, and recommendations regarding space use. Work collaboratively with the Strategic Space Programme Manager and the Senior Strategic Space Planner to support space optimisation initiatives and strategic planning. Foster strong relationships with the IT Projects Unit and Strategic Finance teams to enhance property and space utilisation systems and assist in financial planning for space management. <p>Space Management Operations</p> <ul style="list-style-type: none"> Maintain and operate the space management database, ensuring data is entered, cleaned, organised, stored, and retrievable. Lead the design for space and asset management processes, policies, and procedures to ensure efficient use of space. Identify and investigate discrepancies in data input and output, resolving or reporting issues as appropriate. <p>Continuous Improvement and Innovation</p>

- Maintain and record improvements in sustainable space management processes and methodologies.
- Lead innovative solutions to enhance workflow processes related to resource optimisation, efficiency creation, risk reduction, and quality improvement in space management activities.
- Practice a continuous improvement approach by regularly reviewing work methods and maintaining a positive problem-solving attitude.

Operational Support

- Serve as the key operational contact for all university users of space data, ensuring service levels meet agreed standards for generating reports, spatial plans, changes in space allocation, and other departmental requests.
- Contribute to strategic space planning and undertake any other duties within the staff member's level of competence as appropriate.

KEY RELATIONSHIPS:

Internal

Property and Campus Development colleagues
 IT Projects Unit, Project Managers and Project Sponsors and IT Information Systems staff
 Strategy, Analytics and Reporting Office
 Finance staff involved in annual reporting, budgeting and projects
 Internal stakeholders
 Other non-academic divisions/units
 All other users of space within the University

External

Consultants
 Union Representatives
 Professional bodies

QUALIFICATIONS AND EXPERIENCE:

Essential

Tertiary level qualification (Commerce, IT, Information Management) and/or recognised qualification(s) appropriate to the role
 Proven experience working in a similar role with a focus on data management, business and process analysis.
 Proven experience in systems analysis and data analysis or the ability and willingness to learn new mathematical principles whenever required.
 Proven experience working in a similar role with a focus on data management, business and process analysis.
 Experience in operating computer database and application systems, with a focus on optimal allocation and management of sensitive issues.
 Previous experience in data analytics, preferably within an education or large portfolio environment. Skilled in working with software to generate concise reports from metadata.
 Experience in using various tools and systems to document business processes and requirements.

Preferred

Proven ability to identify and find solutions to spatial planning issues in a complex structure, practical understanding of the spatial requirements is essential.
 Strong understanding of statistical analysis techniques.
 Tertiary level qualification in business administration, computer science, or a related field such as math and statistics.

TECHNICAL SKILLS AND KNOWLEDGE:

Essential

Proficient in data manipulation and analysis, with the ability to produce professional documents using Microsoft Word, Excel, and PowerPoint. An innovative and creative approach to presenting data in a way that is easy to understand.

Willingness to challenge and improve existing processes to enhance service levels or reduce long-term costs.

Demonstrated commercial acumen, political savvy, and a strong customer service ethic.

Excellent written and oral communication skills, with the ability to synthesise complex information and create clear, user-friendly documentation and reports.

Proven sound judgement.

Commitment to continuous improvement, always seeking ways to enhance service delivery and ensure results are achieved efficiently and effectively.

Ability to develop and maintain effective networks and key relationships.

Proven ability to manage a range of tasks under competing demands, consistently meeting quality standards and deadlines.

Preferred

Practical working knowledge of Revit is advantageous.

Understanding of asset management and its significance across all levels of the University.

Experience in the tertiary sector and/or familiarity with a university or tertiary education environment.

Solid understanding of risk management.

SPECIAL REQUIREMENTS:

At the University, we are required to be compliant with the Public Records Act 2005 and Privacy Act 2020. Staff are expected to participate in available training to understand these requirements and effectively manage information accordingly.

DIRECT BUDGET ACCOUNTABILITY:

N/A

MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

HEALTH AND SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks, and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors, and other staff.

SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

CAPABILITY FRAMEWORK:

Capability Group	Capability Name	Level
ENGAGE	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
ENABLE	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
PERSONAL ATTRIBUTES	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
LANGUAGE AND CULTURE	Te Reo	Intermediate
	Tikanga Māori	Intermediate

CAPABILITY FRAMEWORK DESCRIPTORS

Senior Analyst Space

ENGAGE

Communicate Effectively	Commit to Customer Service	Work Collaboratively	Influence and Negotiate
<i>Communicate clearly, actively listen to others, and respond with respect</i>	<i>Provide customer centric services in-line with the University's and organisational objectives</i>	<i>Collaborate with others and value their contribution</i>	<i>Gain consensus and commitment from others and resolve issues and conflicts</i>
ADEPT	ADEPT	ADEPT	ADEPT
<p>Tailor communication to the audience</p> <p>Clearly explain complex concepts and arguments to individuals and groups</p> <p>Actively listen to others and clarify own understanding. Create opportunities for others to be heard</p> <p>Write fluently in a range of styles and formats. Prepare written material that is well structured and easy to follow by the intended audience</p>	<p>Take responsibility for delivering high quality customer-focused services</p> <p>Understand customer perspectives and ensure responsiveness to their needs</p> <p>Identify customer service needs and implement solutions</p> <p>Find opportunities to connect and co-operate with internal and external parties to improve outcomes for customers</p> <p>Maintain good relationships with key customers in area of expertise</p>	<p>Encourage a culture of recognising the value of collaboration</p> <p>Build co-operation and overcome barriers to information sharing and communication across teams and work units</p> <p>Share lessons learned across teams and work units</p> <p>Identify opportunities to work collaboratively with other areas to solve issues and develop better processes and approaches to work</p>	<p>Negotiate from an informed and credible position</p> <p>Lead and facilitate productive discussions with staff and stakeholders</p> <p>Encourage others to talk, share and debate ideas to achieve a consensus</p> <p>Pre-empt and minimise conflict. Recognise and explain the need for compromise</p> <p>Influence others with a fair and considered approach and sound arguments</p>

ENABLE

Deliver Results	Plan and Prioritise	Think and Solve Problems	Demonstrate Accountability
<i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<i>Plan to achieve priority outcomes and respond flexibly to changing circumstances</i>	<i>Think, analyse and consider the broader context to develop practical solutions</i>	<i>Be responsible for own actions, adhere to legislation and policy and proactively address risk</i>
ADEPT	ADEPT	ADEPT	ADEPT
<p>Take responsibility for delivering on intended outcomes. Use own expertise and seek others' expertise to achieve work outcomes</p> <p>Ensure team/work unit staff understand expected goals and acknowledge success</p> <p>Identify resource needs and ensure goals are achieved within budget and deadlines</p> <p>Identify changed priorities and ensure allocation of resources meets new organisational needs. Ensure financial implications of changed priorities are explicit and budgeted</p>	<p>Take into account future aims and goals of the team/work unit and organisation when prioritising own and others' work</p> <p>Initiate, prioritise, discuss and develop team/work unit goals, strategies and plans</p> <p>Anticipate and assess the impact of changes, such as organisational strategy/economic conditions, on team/work unit objectives and initiate appropriate responses</p> <p>Monitor and evaluate achievements and adjust future plans accordingly</p>	<p>Research and analyse information, identify interrelationships and make relevant evidence based recommendations</p> <p>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</p> <p>Participate in and contribute to team/work unit initiatives to resolve common issues or barriers to effectiveness</p> <p>Identify and share organisational process improvements to enhance effectiveness</p>	<p>Ensure that actions of self and others are focused on achieving organisational outcomes</p> <p>Assess work outcomes and identify and share learnings to inform future actions. Exercise delegations responsibly</p> <p>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</p> <p>Understand and exercise integrity and due diligence with budgets, University monies and other resources</p>

PERSONAL ATTRIBUTES

Display Resilience and Courage	Act with Integrity	Manage Self	Value Diversity
<i>Be open and honest, prepared to express your views, and willing to accept and commit to change</i>	<i>Be ethical and professional and act in keeping with the University's values</i>	<i>Show drive and motivation, a measured approach, and a commitment to learning</i>	<i>Show respect for diverse backgrounds, experience, and perspectives</i>
ADEPT	INTERMEDIATE	ADEPT	INTERMEDIATE
<p>Be flexible, show initiative and respond quickly when situations change</p> <p>Give constructive and honest feedback and advice using appropriate manner and tone</p> <p>Listen when ideas are challenged, seek to understand the nature of the challenge and respond constructively</p> <p>Raise and work through challenging issues and seek alternatives</p> <p>Keep control of own emotions and stay calm under pressure and in challenging situations</p>	<p>Represent the organisation in an honest, ethical and professional way and support a culture of integrity and professionalism</p> <p>Understand and follow legislation, rules, policies, guidelines and codes of conduct and help others to understand their obligations for compliance</p> <p>Recognise and report misconduct and inappropriate behaviour</p>	<p>Look for and take advantage of opportunities to learn new skills and develop strengths</p> <p>Show commitment to achieving challenging goals</p> <p>Examine and reflect on own performance and areas for improvement. Encourage feedback from colleagues and stakeholders</p> <p>Demonstrate a high level of personal motivation and maintain own motivation when tasks become difficult</p>	<p>Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints</p> <p>Seek input from others who may have different perspectives and needs</p> <p>Adapt and respond positively in diverse environments</p>

LANGUAGE AND CULTURE

Te Reo	Tikanga Māori
<i>Develop understanding and use of te reo Māori (Māori language)</i>	<i>Create knowledge and use of tikanga Māori (Māori cultural practices) in the workplace</i>
INTERMEDIATE	INTERMEDIATE
<p>Demonstrate use of te reo Māori words and phrases in appropriate work place settings</p> <p>Has prepared and can communicate accurately own mihi if required in the work place context</p> <p>Take part in opportunities to practice and extend own language capability</p>	<p>Understand the University's Māori Strategic Framework and incorporate its principles appropriately in work place activities</p> <p>Demonstrate an appropriate workplace understanding and awareness of tikanga Māori</p> <p>Has knowledge of the Articles and Principles of Te Tiriti o Waitangi</p> <p>Take part in opportunities to extend own understanding and awareness of tikanga Māori and Te Tiriti o Waitangi</p>