

## **Land Assessment Research Coordinator – Job Ad**

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

### **JOB SUMMARY**

The Land Assessment Research Coordinator is responsible for the maintenance and development of the Housing Assessment Resource Tools geospatial data products, including land assessment maps and housing needs assessment dashboard.

### **ORGANIZATIONAL STATUS**

The position is grant funded for an initial 12-month term, with possible extension through an award from the CMHC.

Reporting to the Co-Principle Investigator, the incumbent will work collaboratively within the HART team of partners and collaborators in the non-profit, government and private sectors to support the achievement of the research, policy development and knowledge mobilization objectives outlined in the HART research plan.

### **WORK PERFORMED**

- Oversees and participates in GIS-focused data collection, analysis and write-up activities of the land assessment tool.
- Responsible for procedural and administrative aspects of projects including monitoring and tracking assigned components of the program.
- Develops and oversees study progress for the land assessment tool, including data collection and analysis assessments and resolving concerns relating to the research undertakings that may be expressed by taking direct action to address issues in a timely manner and/or bringing them to the attention of the supervisor/investigator.
- Serves as the designated point-of-contact for project participants and partners for issues related to the land assessment tool.
- Contributes to the development and implementation of project plans and critical paths for successful completion of projects and project deliverables.
- Develops and implements systems for data administration and analysis across the project, including public-facing data products (with a focus on GIS methods and analysis).
- Participates in co-developing and drafting publications, conference presentations, and other project dissemination activities, including social media outreach.
- Liaises with principal investigator, co-investigators, management and staff who work on projects and related activities.
- Participates as a member of project team and provides reports on progress.
- Contributes to and participates in project and initiative promotions, communications, advocacy, knowledge sharing, and dissemination.
- Provides reports regarding ongoing project operations, monitors the day-to-day progress of projects or project components, and provides regular updates.
- Coordinates project activities related to land assessment and provides team communications, updates, and reports.

- Drafts sections of grant progress reports and works collaboratively with investigators to write and submit reports.
- Creates new data products from existing local public datasets and coordinates with project manager to make these products public.
- Works with data manager to procure and negotiate service contracts and invoices, as needed.
- Helps to manage partner city relations for land assessment.
- Any other duties as required.

### **CONSEQUENCE OF ERROR**

The position is expected to maintain a close working relationship with HART management and staff, investigators and external stakeholders, in order to ensure the success, quality (effectiveness and efficiency) and timeliness of outcomes.

This position requires working effectively within an organizational structure. The incumbent will be required to exercise good judgment and make sound decisions as these have the potential to impact HART reputation, program viability, and the opportunity for future partnerships.

### **SUPERVISION RECEIVED**

This position will report directly to Associate Director, HART + HRC and will collaborate closely with the Data Access and Engagement Manager and the Co-Principal Investigator, Dr. James Connolly.

### **SUPERVISION GIVEN**

The incumbent oversees the work of Research Assistants, students, and volunteers.

### **MINIMUM QUALIFICATIONS**

Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or an equivalent combination of education and experience.

### **PREFERRED QUALIFICATIONS**

Post-graduate degree or equivalent professional designation in community planning or related field, with academic, non-profit or government experience in the affordable housing sector preferred. Advanced skills with analysis of urban data in ArcGIS software. Experience working with land parcel fabric data is considered an asset. Preference will be given to candidates with experience in the planning research sectors. Experience or aptitude for new and emerging technologies (i.e. virtual communities, web conferencing, online data sharing) is an asset.

### **Knowledge, Skills, & Abilities:**

- Ability to communicate effectively verbally and in writing.
- Ability to deal with a diversity of people in a calm, courteous, and effective manner.
- Excellent analytical skills.
- Ability to effectively manage multiple tasks and priorities.
- Ability to prioritize and work effectively under pressure to meet deadlines without compromising the quality of outcomes.
- Ability to work effectively independently and in a team environment.
- Ability to show initiative and exercise sound judgment.
- Demonstrated analytical, written and presentation skills applicable to preparing strategic and operational plans, reports, submissions and briefings regarding complex strategic and operational issues.
- Demonstrated advanced knowledge and skills in GIS research and evaluation

- Ability to develop and maintain strategic alliances and partnerships and liaise effectively with stakeholders and clients.
- Experience in building professional networks and communities of interest.
- Organizational development skills, including understanding of administrative requirements and strategic planning.
- Understands that local, regional, provincial and territorial governments are complex organizations made up of sub-units with specific mandates. With limited resources, governments must content with and prioritize many issues
- Collaborates with HART's government partners to navigate various interests and deliver a product which meets HART's mandate, while considering the interests of HART's government partners.
- Strong administrative skills necessary to support an effective organization
- Ability to effectively use computer applications at an advanced level (e.g., Outlook, MS Word, MS Excel).