Make
it matter.

INTERN ROLE DESCRIPTION

Space System Analyst Intern

Role Summary

Estate Management (EM) is a large non-academic unit at UNSW under the Division of Operations and provides a range of services and advice to Faculties, Schools, Divisions and Departments on the Kensington campus as well as other UNSW locations. It does this by providing campus master planning, infrastructure planning, asset development, construction, refurbishment, engineering, operations, and maintenance. EM also provides a wide range of operational management, logistic and associated facilities services to ensure a clean, safe, and secure campus environment. Estate Management is entrusted with providing outstanding campus experiences.

The space system analyst intern will assist Asset Strategy team in Estate Management to evaluate and improve block-and-stack tool used in space planning. It is an essential tool to drive the decision of a better space planning of multiple space functions across 20 years space supply and demand forecast. Moreover, the candidate also has an opportunity to support various projects such as people counter technology, booking system (resource booker), teaching space model, workspace survey and engagement dashboard.

The role reports to Senior Data Analyst, Asset Strategy supporting the UNSW space portfolio. This role will require in office attendance, Mondays, Wednesdays and Thursdays.

Areas

Specific areas of learning for this role include:

- Block-and-stack tool
  - Learn to review and analyse the scope and functionality requirements
  - Assist with the design and development of a solution
  - Implement a complete tool or a prototype.
  - Prepare a user guide

- People counter project
  - Assist in system testing and audit.
  - Assist in space audit for the scope of the project.
  - Research a better people counting technologies on the market.

- Booking system (Resource booker)
  - Assist in data collection and maintenance

- Teaching space model
  - Review and assist with improvement of the current setup so that most works could be automated.

- Engagement dashboard project
  - Design a dashboard to show stakeholder engagement activities which have taken place and are planned, including method or tool for collecting the data.

- Workspace Survey Project
  - Review all existing survey data collected in Qualtrics, and existing Power BI dashboards
  - Make recommendations for any updates to the university wide dashboard, to ensure consistency of presentation of information.
  - Assist with the design of new dashboards to include:
    i. A comparison of utilisation information (self-reported via survey vs actual data for pre and post occupancy)
    ii. A general comparison of pre and post occupancy responses to the survey
  - Make any suggestions to the existing workspace survey template in Qualtrics to improve results analysis

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Computer literacy with excellent skills in Microsoft Excel.
- Analytical skills
- Interest in automating processes.
- Experience building reports in Power BI
- Problem-solving skills

- Experience of Qualtrics desired.
- Interest in business requirement gathering with stakeholders
- Interest in programming for new software creation.
- Knowledge in every process of software development life cycle (SDLC).
- Well-developed interpersonal and written and verbal communication skills.
- Ability to make sound judgements and work both independently and as part of a team.
- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.