

Space Planner

Environmental Stewardship and Campus Renewal

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

The Space Planner is a key member of the Environmental Stewardship and Campus Renewal team. The incumbent works closely with administrative and academic departments to advance RRC Polytech's strategic, academic and operational space needs. By leveraging design to enhance teaching and learning, the incumbent applies knowledge of space analysis, programming, universal design and sustainability to develop inspiring space planning solutions to address program area requirements. With attention to detail, the Space Planner maintains campus space information (e.g. utilization, space requests, room inventory, space data etc.) and uses analytical tools to analyze this data to support space recommendations. The Space Planner supports the operation and efficient functioning of the Campus Renewal Office. This includes, but is not limited to, the development of space and furniture standards, the maintenance of space management system and data analytics. The Space Planner is a key staff resource for the RRC Polytech's space-related governance committees.

REQUIRED QUALIFICATIONS

- A Degree in Architecture, Interior Design or a related field; an equivalent combination of relevant education and experience may be considered
- Extensive experience in all aspects of interior design including programming, block planning, room data, space planning, construction detailing, material selection, furniture selection and specification, preferably in a post secondary or institutional setting
- Superior analytical skills with a proven ability to analyze a range of scenarios and form sound recommendations based on a variety of inputs
- Strong working knowledge of project management, move management, construction and scheduling
- Proficient knowledge of AutoCAD
- Understanding of Building Code Compliance
- Excellent verbal and written communication skills, including documentation and report writing skills
- Excellent presentation skills
- Strong organizational and time management skills with an ability to meet deadlines and prioritize substantial workloads
- Excellent interpersonal skills to provide helpful customer service, build collaborative relationships and manage complex and sensitive issues
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience with database systems such as Power BI
- Working knowledge of SketchUp
- Advanced Microsoft Excel skills

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must be physically capable of lifting up to 25 lbs
- May be required to work at various RRC Polytech campuses
- Incumbent must possess a valid Class 5 Drivers License

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

COMPETITION NUMBER

2023-088

CLOSING DATE

June 5, 2023

SALARY

\$57,780 - \$79,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr