

# NIDA

## POSITION PROFILE

<b>Position Title:</b>	Space Planning Manager	<b>Remuneration:</b>	\$100,000 gross per annum (based on a 5-day working week) + 11.5% Superannuation.
<b>Organisation Unit:</b>	Operations	<b>Employment Type:</b>	Full time
<b>Term of Contract:</b>	1-year contract	<b>Classification:</b>	N/a

### OBJECTIVE

The Space Planning Manager is responsible and accountable to the Head of Operations for the proactive management of space planning within NIDA, ensuring that space is used efficiently and effectively, and executes productive negotiating with respect to space requirements amongst a wide range of stakeholders both internal and external as required. Other key areas of focus for this position during the contract term will be to support the development of a NIDA Campus Masterplan and assisting the Head of Operations with managing the impacts to NIDA operations as a result of a construction project scheduled to commence in 2025 and located adjacent to the NIDA campus. This will include preparing relocation plans and project management of the relocation requirements.

### KEY ACCOUNTABILITIES

- Develop and implement planning activities and projects to ensure NIDA meets its strategic objectives and space is used efficiently.
- Support the Head of Operations as required in the development of a new Campus Masterplan including producing and conducting (where relevant) presentations to staff to consult on the proposed changes.
- Formulate detailed project briefs/plans to ensure clear guidance for external contractors regarding space associated projects.
- Facilitate effective change management related to space management projects across the organisation, supporting senior leaders to successfully implement change.
- Support projects with relevant administrative support and documentation where required.
- Undertake other duties as required by your manager or their delegate.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

## KEY PROFESSIONAL RELATIONSHIPS

**Reports to:** Head of Operations

**Supervises:** Nil

**Internal:** NIDA Executive, Department Managers, Project Stakeholders, and impacted staff

**External:** External consultants, vendors, and partners

## SELECTION CRITERIA

### Essential:

- Demonstrated space management skills and experience.
- Demonstrated project management experience.
- Experience with fit out of offices and if possible, theatre and performance spaces.
- Experience with negotiation of commercial leases.
- Understanding of building development processes including approvals, certifications, and requirements for various types of development applications
- Ability to manage multiple projects simultaneously.
- Proven experience delivering projects on time and budget.
- Well-developed written and oral communication skills and computer skills including MS Office Suite.
- Ability to work independently and in a small team environment.

This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.