

About US

RRC Polytech is Manitoba's largest institute of applied learning and research, with more than 150 full- and part-time degrees, diploma and certificate options. Through hands-on and online learning opportunities and state-of-the-art instruction, we prepare our students to become leaders in their fields – while also ensuring they can meet changing industry demands and contribute to the province's economic growth.

Accessibility and Accommodations

RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact peopleservices@rrc.ca.

Manager, Space Planning

Facility Management

POSITION TYPE: Full-Time Position Available

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB) Hybrid**

** RRC Polytech reserves the right to modify work arrangements in alignment with operational and organizational needs.

EMPLOYEE GROUP: Union (MGEU)

For the purposes of this job posting, internal applicants and applicants from MITT will be given preference over external applicants.

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. Consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

Employment support is available to candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) seeking employment at Red River College Polytechnic. For guidance on the application process, interview preparation, or to discuss accommodation needs, applicants are invited to contact our Indigenous Recruitment Consultant at Indigenoustalent@rrc.ca.

TALENT POOL: This competition may be used to establish a 12-month talent pool of qualified candidates for future vacancies. Even if you do not meet all of the listed qualifications, we encourage you to apply.

ABOUT THE TEAM

Facility Management, Infrastructure Planning & Sustainability is responsible for strategic planning and stewardship of RRC Polytech's physical assets across multiple campuses. The team provides leadership in space planning, sustainability initiatives, infrastructure planning, capital project planning, and technical services. Working closely with academic and administrative stakeholders, the department develops practical solutions that support program growth, effective space utilization, and the long-term renewal of institutional facilities.

WHAT YOU WILL DO

The Manager, Space Planning, will provide leadership for campus-wide space planning services across RRC Polytech, including supervising and supporting the Space Planning team. The incumbent will lead the development of space planning analyses, layouts, and recommendations, while establishing and maintaining institutional space standards and planning frameworks. This role also oversees furniture planning and supports renovation and capital projects through planning and feasibility analysis, working collaboratively with technical, operational, and project delivery teams, engage stakeholders to understand program and operational needs, analyze space utilization data, and develop evidence-based recommendations and support the implementation of approved space planning initiatives across multiple campuses.

WHAT YOU WILL BRING

- Degree or diploma in Architecture, Interior Design, Architectural Technology, Engineering Technology, or a related built environment discipline
- Several years of progressive experience in space planning and/or interior design within a complex environment
- Demonstrated experience performing space assessments, test fits, conceptual layouts, and space utilization analysis
- Comprehensive knowledge of space planning principles, functional programming, and space utilization analysis
- Experience leading or supervising staff, including workload management, priority setting, and quality assurance
- Experience developing or applying space standards, utilization guidelines, or planning frameworks
- Strong communication, facilitation, and stakeholder engagement skills
- Proficiency in AutoCAD and the ability to interpret architectural drawings
- Strong analytical and problem-solving skills with the ability to develop evidence-based recommendations
- Experience with furniture planning, furniture standards, and furniture procurement processes
- Ability to collaborate effectively with project managers, technical staff, operational teams, and consultants
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

NICE TO HAVE

- Comfortable using AI assisted platforms to streamline strategy, planning, and operational workflows
- Ability to use AI tools to gather, analyze, and report data
- Experience within a post-secondary, public sector, healthcare, or large institutional environment
- Experience with Revit or other Building Information Modeling (BIM) software
- Formal training in space planning, facilities planning, or interior planning
- Professional designation or certification related to space planning, facilities planning, architecture, interior design, or facilities management (IFMA, BOMI, NCIDQ, PMP, etc.)

WHY WORK WITH US

At RRC Polytech, we believe our people are our greatest assets. We offer supportive, inclusive workplace where you can grow, contribute and thrive.

- Salary Range for this position: \$72,553 - \$102,281 per annum
- Generous Paid Vacation: full-time employees accumulate a minimum of 15-days vacation per year, increasing to 30 days with service, while full-time Instructors accumulate 44 days per year. Information on casual and part-time vacation accrual is outlined in the Collective Agreement or the Terms and Conditions for Excluded Employees as applicable
- December Break: employees receive time off with pay during the period between Boxing Day and New Year's Day
- Defined Benefits Pension Plan: Employer and Employee contributions to future retirement benefits
- Comprehensive Benefits: Including Health and Group Life insurance, Long Term Disability, employee & family assistance program, mental health support up to \$1,000, and a robust Health Care Spending Account
- Inclusive Leave Programs: Wellness, maternity, adoptive, and parental leave, as well as ceremonial, cultural, religious and spiritual leave
- Growth and Recognition: Professional development, professional licensing and fees coverage, and severance pay on retirement
- Union Representation: For complete details on benefits and employment terms, see the [MGEU](#) collective agreement

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work overtime
- May be required to work at various RRC Polytech campuses
- Incumbent must hold a valid class 5 driver`s license
- Incumbent must provide a current and satisfactory Criminal Records Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

LAND ACKNOWLEDGEMENTS

RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.