



Job Description

Space Planner

Requisition No:	00825
Expected Start Date:	10-19-2026
Posting Start Date:	09-16-2026
Posting End Date:	10-01-2026
Region:	Winnipeg
Full Time:	Yes
Permanent:	Yes
Reports to:	Noh, Jihoon
Location:	Notre Dame Campus
Expected Hires:	1

RRC Polytech Header

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.

Space Planner

Facility Management, Infrastructure Planning & Sustainability

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

The Infrastructure Planning & Sustainability team supports the long-term planning and effective use of RRC Polytech's campuses and facilities. The team brings together space planning, infrastructure planning, sustainability, energy management, building systems, and asset planning to help ensure facilities continue to meet the evolving needs of the College.

Reporting to the Manager, Space Planning, the Space Planner works collaboratively with academic and administrative departments to understand program and operational requirements, assess space needs, develop practical space solutions,

and support the effective allocation and utilization of space across RRC Polytech's campuses.

WHAT YOU WILL DO

The Space Planner collaborates with departments across RRC Polytech to understand current and future space requirements and develop practical, effective solutions that support academic, administrative, and operational needs. The position is responsible for supporting College-wide space planning, allocation, and utilization initiatives across all campuses through the assessment of space requests, stakeholder engagement, site assessments, space analyses, feasibility studies, and utilization reviews. The incumbent develops space plans, test-fit layouts, planning options, and recommendations, while maintaining accurate space data, drawings, records, and planning documentation. The role prepares reports, presentations, and recommendations to inform space allocation decisions, supports the development and application of space planning policies, standards, and processes, and coordinates furniture planning activities in alignment with College standards. Working closely with Facility Management and other stakeholders, the Space Planner ensures space solutions reflect infrastructure, accessibility, sustainability, safety, and operational requirements while staying informed of emerging trends and best practices in space planning and post-secondary environments.

WHAT YOU WILL BRING

- Degree in Architecture, Interior Design, Environmental Design, or a related field. An equivalent combination of education and experience may be considered
- Extensive years of progressive experience in space planning, interior design, facility planning, or a related field within a complex organization
- Demonstrated experience developing functional space programs, space plans, test fits and planning options based on user requirements
- Experience assessing space requirements and developing practical recommendations that balance stakeholder needs, organizational priorities and facility constraints
- Experience consulting with and facilitating discussions among diverse stakeholders to define requirements and develop space solutions
- Demonstrated ability to analyze complex information, identify options and constraints, and develop clear recommendations
- Knowledge of applicable building codes, accessibility requirements and other standards relevant to space planning and interior environments
- Proficiency with AutoCAD or comparable computer-aided design software
- Strong interpersonal and communication skills with the ability to develop effective working relationships with internal and external stakeholders
- Strong written communication skills with experience preparing reports, recommendations, presentations and planning documentation
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

NICE TO HAVE

- Openness to using AI tools as relevant to role specific work
- Ability to use AI tools to gather, analyze, and report data
- Experience with space planning, facility planning or campus planning in a post-secondary, institutional or similarly complex environment
- Experience with space management, facility management or integrated workplace management systems
- Experience conducting space utilization studies and applying space planning standards or benchmarks
- Experience with furniture planning, specifications and standards

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: \$65,975 - \$92,986 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 evenings and/or weekends
- May be required to work at various RRC Polytech campuses
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- Incumbent must hold a valid class 5 driver's license
- This position may be required to work overtime

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.

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