

Position Description – Strategic Space Planner

Updated 15/10/2025

POSITION DETAILS

Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Associate Director, Strategic Planning and Sustainability
Classification	Higher Education Officer Level 8
Employment Type	Fixed-Term, Full-time

POSITION SUMMARY

The Strategic Space Planner will act as a key partner and liaison to their allocated College and/or Professional Portfolio and work with them to develop space plans to meet their accommodation and space needs over the short, medium, and long term. This role will also be responsible for leading the delivery of space reviews and audits and providing essential space data and analysis.

Reporting to the Associate Director, Strategic Planning and Sustainability and working under broad direction, the Strategic Space Planner will also provide advice and guidance during planning and scoping for infrastructure projects relating to space allocation, function and utilisation targets, and interpretation of space needs with space management best practices and benchmarks.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A current Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.

KEY POSITION RESPONSIBILITIES

The Strategic Space Planner will be accountable for:

1. Acting as a key partner and liaison to their allocated College and/or Professional Portfolio and providing transparent, responsive, and consistent customer-focused services for all matters relating to strategic space planning needs.
2. Implementing procedures for space allocation, utilisation, monitoring, and auditing, along with analyses of other data and feedback systems to ensure a consistent approach across the University.
3. Developing space plans by:
 - Working closely with their allocated Colleges or Professional Portfolio to understand both their business needs (functional relationships, teaching and learning, staff growth, space types etc.) and the changing external environment and translating this into a needs model.
 - Leading the delivery of space reviews, audits, and gap analyses to compare College or Portfolio needs with the existing space allocations.
 - Consulting and negotiating with relevant stakeholders to formulate space allocation options and recommended solutions.
 - Working in partnership to develop plans which prioritise the key projects and initiatives to be implemented.
4. Working in collaboration with a project team, provide input into initial planning and scoping for projects, involved in the development of concept plans relating to space needs and defining space requirements, while coordinating with key internal and external stakeholders, and consultants.
5. Ensuring all projects align with the key plans and guidelines that govern the development, allocation, and use of space.
6. Assisting the Associate Director, Strategic Planning and Sustainability in developing and implementing a space planning framework that ensures the effective utilisation of University space.
7. Providing professional advice to the University regarding the space allocation and utilisation, along with the review of proposed developments to align with space planning frameworks.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Professional qualifications in a related field or an equivalent combination of relevant experience in a large institutional environment and/or education and/or training.
- Demonstrated ability to understand a group's business requirements, assess space needs, analyse their existing space constraints, and undertake a gap analysis to identify a program of works to meet their needs.
- Demonstrated experience working across all levels of an organisation and with diverse stakeholders to interpret their requirements into a project brief by undertaking initial planning and scoping activities and helping prepare business cases, setting realistic timelines and reporting milestones for delivery.
- Extensive experience in space planning, space reviews, and sector benchmarks and best practices.
- Proven high level analytical skills and the ability to translate ideas, concepts, and information, into written reports.
- Demonstrated ability to evaluate proposals and design concepts to ensure that they are in line with appropriate University standards and guidelines.
- High level oral and written communication skills demonstrated through being an effective listener and negotiator, being able to ask clear questions about issues and requirements, and proven experience in writing quality reports and recommendations for complex and sensitive issues.
- Demonstrated experience working as part of a high performing team and exercising initiative and independent judgement to resolve problems.
- Knowledge and understanding of the Australian higher education sector.
- Experience in the use of the Auto Cad Design System and Graphic programs.