

POSITION DESCRIPTION

<p>Position Title: Space Optimisation Manager</p> <p>Directorate: Enterprise, Finance and Property Services</p> <p>Job Status: Permanent and full-time</p>	<p>Reports To: Head of Property Services</p> <p>Direct Reports: Nil</p> <p>Date: March 2022</p>
<p>Job Purpose:</p>	
<p>The purpose of the Space Optimisation Manager role is to support Auckland Museum in managing its complex internal property footprint with its diverse user groups, and many specialised needs.</p> <p>This involves optimising space utilisation across our three sites of: the destination building, the Otahuhu storage facility (Manu Taiko) and office accommodation (Aparangi) in Newmarket; as well as other sites as they may arise.</p> <p>The Museum estate is developing and transforming; the ultimate aim of this role is to achieve what is best and most appropriate use of space for the Museum as a whole and to minimise future moves or double handling.</p>	
<p>Job Context:</p>	
<p>This role is a key function within the Property Services team. The position will be responsible for providing planning and project management in relation to space optimisation eg storage and accommodation solutions. This may involve the logistics of relocations or instructing Project Managers on fit-out or construction requirements.</p> <p>The role will also contribute to the Museum’s high aspirations regarding sustainability.</p> <p>The position holder will interface with specialised curators, collection care colleagues and other directorates and work closely with them to identify and implement storage and accommodation solutions across the Museum estate, including office accommodation.</p> <p>The role is responsible for ensuring any collection-related processes are appropriately incorporated into space and relocation planning, assuring our collective responsibility as Kaitiaki is always carried out.</p>	
<p>Relationships</p>	
<p>External Relationships</p> <ul style="list-style-type: none"> • External contractors and suppliers (as required) • Planning / Council representatives <p>Internal Relationships</p> <ul style="list-style-type: none"> • Heads of Departments • Senior Collection Managers • Other members of the Property team • New Ways of Working steering group 	

Key Tasks and Expected Results:

Strategic:

- Working with the HoD Property Services, develop the Museum's space planning processes, including any collection relocations (BAU and Gallery Renewal project driven) storage adequacy and workspace developments. Spatial planning at both macro and micro levels is required
- Lead a clear process for decision making around all potential space /accommodation needs including commercial factors, risk management, trade-offs, cost/benefit analysis and heritage & sustainability impacts
- Work with the New Ways of Working Steering group as the governance and ultimate decision-making body on space allocation issues
- Implement projects per the Space Plans and provide regular reporting to the HoD Property Services as well as Executive Team as required
- Working with the HoD Property Services, contributes to and aligns with AMP planning and implementation processes

Operational:

- Ensure colleagues are engaged with early, and their requirements given due consideration when options are considered or created
- Undertake feasibility exercises. Generating multiple options working through them with logic and critical success factors. Apply commercial sense and testing of ideas and options to check them for viability, ensuring the best decision is made. Finding or creating data and evidence to support proposed solutions
- Undertake project planning including identifying timelines, resources, dependencies & risk
- Carry out audits of space and their use and continuing suitability/relevance in a dynamic environment
- Ensure compliance with all applicable legislation and industry standard practices and guides
- Manage logistics of planned changes
- The role holder is expected to have strong stakeholder management skills, be completely comfortable holding difficult conversations, and be able to manage expectations

Financial:

- Ensure that all space & accommodation programmes are managed & optimised within financial and operational service parameters
- Monitor and report allocated Opex and Capex budgets in collaboration with the Head of Property
- Use sound commercial practices to ensure value for work

Leadership and Resource Management:

- Provide strategic, operational, and programmatic leadership of the Property Services division for space & accommodation planning
- Use asset intelligence, customer/visitor insights, customer feedback, management information/data and risk analysis to enable effective strategies and decision making.
- Ensure all operational services meet legal, statutory and regulatory requirements and deliver expected key performance indicators.

Digital Capability:

- Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels

Develop self for current and future employment:

- Knowledge and skills are developed and maintained for competent performance of current position
- A personal development plan is developed and maintained

Ensure a healthy and safe work environment:

- Understand and exercise their health & safety responsibility according to health & safety legislation
- Understand and adhere to emergency and evacuation procedures
- Participate in annual health and safety audit of work
- Identify and report hazards, consistent with Museum policy and procedures

Cultural awareness:

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā);
- Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum
- Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era

Skills, Knowledge and Competencies**Essential Knowledge & Experience:**

- Workplace planning and/or project management experience
- Strong stakeholder management skills
- Experience creating workplace/accommodation options and solutions
- Ability to draft high quality documentation – analysis, feasibility, Board papers
- Experience of heritage buildings and museum collections desirable
- Effective planning skills
- Proven negotiation skills

Competencies:

- Research / investigation
- Change Management
- Spatial planning – is familiar working with 2D/3D visualization tools, CAD, Sketch-up etc
- Awareness of Tikanga Maori and its application to building environments
- Comfortable managing multiple issues or tasks at one time
- Can focus on detail across many tasks
- Problem solving; the nature of the job involves resolving difficult situations and sometimes competing requirements for space and/or resource

Personal Attributes:

- Strong and effective communication skills
- Strong systems focus – as a tool for assisting perception of consistency to diverse and

competing stakeholder groups

- A calming manner; inspires confidence in others
- Empathy
- High Emotional Intelligence
- Inter-personal savvy
- Proven ability to influence