POSITION DESCRIPTION

Position Title:	Space Manager
Business Unit/Department:	Logistics
Division:	Health Support Services (HSS)
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	*Managers & Administrative Workers:* Grade 5 – Level 1 to Level 5 (HS5 to HS33)
Reports To:	Operations Manager – Logistics
Direct Reports:	N/A
Date Prepared/Updated:	16 October 2025

Position Purpose

The Space Manager plays a key role in supporting the space management and maximising the efficiency of Western Health (WH) office-type accommodation, with a strong focus on triaging requests, and ensuring an operational lens is applied to the occupancy of the hospitals non-clinical environments.

Business Unit Overview

Logistics Services is responsible for the delivery of engineering projects, courier, furniture, and equipment relocations, space allocation, office optimisation, commercial relationship management and agreements, and the management of the WH pool of fleet vehicles. The unit works collaboratively with departments across Western Health to deliver responsive, reliable, and customer-focused services that underpin the organisation's broader strategic and operational goals.

The Space Management portfolio is responsible for the strategic planning, allocation, and optimisation of physical spaces across all campuses. This includes managing space data and utilisation metrics, coordinating space audits, design of work area equipment and operational use to meet occupier needs, and ensuring alignment with organisational priorities such as clinical service delivery, staff wellbeing, and future growth. The portfolio plays a key role in enabling efficient use of facilities, fostering collaboration between departments, and supporting a safe, functional, and adaptable built environment.

Key Responsibilities

Strategic Space Planning:

- Develop and implement space utilisation strategies aligned with organisational goals.
- Lead long-term planning for future space needs across all campuses.
- Collaborate with stakeholders to forecast and accommodate growth, service changes, and infrastructure upgrades.

- Support master planning and capital works initiatives with space data and analysis.

Operational Space Management:

- Maintain accurate space inventory and utilisation records using space management systems.
- Coordinate space audits and occupancy reviews to ensure efficient use of facilities.
- Manage space allocation requests and work with Logistics Coordinators to facilitate relocations or reconfigurations.
- Ensure compliance with safety, accessibility, and regulatory standards in space usage.

Stakeholder Engagement:

- Act as the primary point of contact for space-related inquiries and decisions.
- Provide advice to senior leadership, project managers, and planning committees.
- Facilitate collaboration to resolve space conflicts and optimise layouts.
- Communicate space policies, procedures, and changes effectively across the organisation.

Reporting:

- Analyse space utilisation trends and prepare regular reports for leadership.
- Identify opportunities for space optimisation and cost savings.
- Benchmark performance against industry standards and best practices.
- Drive continuous improvement in space management processes and tools.

In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Operations Manager, Logistics Services
- Logistics Coordinator, Logistics Services
- Technical Business Analyst Lead, HSS
- Operations Manager, Business and Workforce Management
- Engineering Services, HSS
- Division Director, HSS
- Division Director, Capital Development
- Clinical Leaders, Divisional Directors
- Senior Clinicians, Nurse Unit Managers, and Allied Health Management
- Service Planning and Capital Committee members and delegates

External:

- Contractors, suppliers
- External services providers
- Patients, carers, families, visitors

Selection Criteria

Essential:

- Demonstrated knowledge in either service planning, architecture, or office accommodation, with a focus on service optimisation.
- Demonstrated experience in space planning, utilisation analysis, or facilities management within a complex organisation.
- Proven understanding of Occupancy Optimisation Strategies, including design of work areas, occupier operational needs and initiatives that maximise occupancy performance without detriment to occupier experience.
- Strong understanding of space management principles, building codes, and regulatory requirements.
- Proficiency in space planning software (e.g. AutoCAD, Archibus, Revit) and data analysis tools.
- Ability to analyse complex data sets and produce clear, actionable reports and recommendations.

- Excellent interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.
- Strong project management skills, with the ability to manage multiple priorities and deadlines.
- Demonstrated initiative and problem-solving ability in dynamic and evolving environments.
- Commitment to continuous improvement and innovation in space utilisation and planning.
- Strong written and verbal skills with the demonstrated ability to be able to effectively communicate with a range of stakeholders.
- Customer focused and able to develop effective relationships with customers.
- Demonstrated sound judgement and innovation in problem solving and generating positive solutions to work situations.
- Proficient in the use of Microsoft 365 suite of applications including Teams, Outlook, SharePoint
- The appointee will be required to drive to various Western Health sites and possess a current Victorian driver's licence.

Desirable:

- Experience with support services delivery across a multiple campus health organisation.
- Qualifications in architecture, service planning, or business-related stream.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity

- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____