

JOB DESCRIPTION FOR MANAGER, SPACE PLANNING AND UTILIZATION

Position Overview

Reporting to the VP Facilities, Planning, Redevelopment & Support Services and to the Director, Redevelopment, the Manager, Space Planning and Utilization demonstrates Programs and Space Planning along with Project Management expertise. She/he will use in-depth clinical and operational knowledge to collaborate with both internal and external stakeholders to ensure the safe, efficient, cost effective utilization of space. This, sometimes, may include the management of transitioning to new spaces from existing spaces.

The Manager, Space Planning and Utilization champions space optimization and provides analysis of current use of space to inform planning decisions, including budget and schedule considerations, which will enable the design of space resulting in safe care environments with efficient workflows.

The role will require gathering input from Clinical and Non-Clinical Leadership and other stakeholders, to plan for appropriate space allocation, hallway routing/pathways and signage and wayfinding and transitions. The Manager will support corporate leadership in providing advice on best use of the hospital's physical space through space planning, utilization and efficiencies.

For the Manager, Space Planning and Utilization to be successful, she/he will collaborate with MGH Multi-Disciplinary Teams including: Clinical Programs, Engineering Services, Environmental Services, Information Management and Technology, Telephony, along with other internal and external consultants/stakeholders as necessary. She/he will also from time to time be responsible for the procurement and coordination of third party vendors as needed to satisfy move and space requirements. All activities conducted within the portfolio should comply with the Ministry Directives (MOHLTC Capital Planning Manual), MGH space policy and relevant procurement requirements as per the Broader Public Sector Procurement Directive (BPS).

The Manager, Space Planning and Utilization will foster a culture of team building, displaying MGH values of compassion, respect, integrity, inclusion and courage in order to build a healthier community together, which will advance the hospital's vision to provide great care inspired by the community.

Skills

Clinical and non-clinical space planning, clinical operation flows, Logistics, customer service, coordination, leadership, de-escalation skills, strong listening skills, solution management, strategic thinking, and detail oriented.

Primary Responsibilities

- Facilitate Master Space Committee.
- Develop Manage and Update Space Principles throughout the campus.
- Manage Space Requests, present options, document approvals.
- Develop schedules coordinated with Multi-Disciplinary Teams, track progress and actions.
- Perform Space Audit's to assess utilization, and inform future planning.
- Plan for future programs, including involvement with MGH Master Plan as assigned.
- Plan for decants related to renovation projects, including temporary space management, infrastructure readiness, scheduling, clinical planning (grid development)
- Assess clinical workflows, current state space utilization & applying principles and knowledge to develop functional space requirements that accommodate specific patient populations and user requirements.

- Function as the lead, along with the Vice President and the Director, in managing space, including designation, utilization, moving, creation of hospital-based space utilization principles.
- Create Manage and Maintain of a database for space usage.
- Create, Manage and Maintain of all corporate space requests
- Participate other corporate committee's or councils as assigned.
- Manage the planning, design and transition of space and infrastructure solutions.
- Prepare functional programs and business case documents as needed.
- Other duties as assigned to support the portfolio.
- Establish scenario analysis including financial impacts on enforcing appropriate space principles.
- As required, develop process and a database to streamline the FFE storage process & locations to better align equipment/furniture efficiencies.
- Provide clinical assessments – operational effectiveness & clinical effectiveness. Ensure overall patient and staff safety is optimized based on clinical workflows.
- As required, prepare business case and analysis. preparation
- Collaborate with all hospital stakeholders, including physicians, clinical & administrative staff, executive, support services, facilities, etc to ensure space needs are met for optimal operations, patient care, and patient and staff safety.

Qualifications

- Completion of a recognized architectural and/or design technology diploma program or recognized equivalent required.
- Five (5) years related experience in the architectural planning industry required 9Space Planning/Management, Master Plan).
- Project Management Institute, 'PMP' designation is an asset.

Experience

- Thorough working knowledge of land use, site and master space planning principles.
- Strong analytical and technical planning skills and experience with technical drawings.
- Working experience with senior levels of organizations.
- Excellent leadership, influencing, motivational, innovation and change management skills.
- Proven program management, strategic planning and leadership skills.
- Strong negotiation skills with the ability to negotiate in a complex environment.
- Performance management and results oriented with the ability to take a creative and pro-active approach to solutions.
- Ability to work effectively under pressure/stressful conditions to meet multiple and competing deadlines in a high change environment.
- Evidence of advanced communication skills and high emotional intelligence.
- Ability to collaborate effectively with diverse management and employee groups and individuals.
- All employees of Michael Garron Hospital (MGH), a division of Toronto East Health Network (TEHN) [formerly Toronto East General Hospital (TEGH)] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH's policies and practices.