

# Job Description:

## Project assistant – Space planner



Function:	Facilities Management
Job:	
Position:	Space planner – Project assistant
Job holder:	
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Cluster Technical Services
Additional reporting line to:	
Position location:	UK, South

### 1. Purpose of the Job – State concisely the aim of the job.

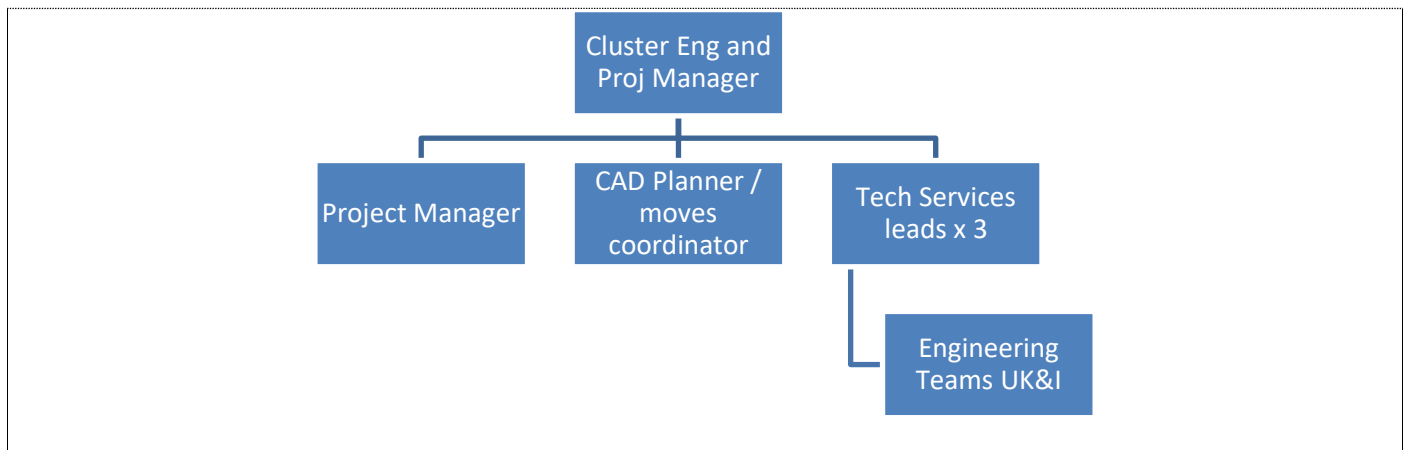
- This is a proactive role and involves taking ownership of the full process of staff moves from initial space planning design, client communication and liaison through to overseeing the relocation of staff and their possessions at 100VE, leatherhead, four acres and Kingston
- Accountable for facilitating, communicating, and organising the overall moves management process including interaction with the unilever service team, Sodexo in-house management services teams and supply chain support.
- Customer engagement and negotiation throughout the whole project process will be essential and a strong service ethic and excellent customer management skills are necessary.
- The office space management is delivered as part of a combined service involving several Unilever service streams and initiatives. Space occupation, utilisation and flexible working arrangements require to be managed collaboratively, sensitively and aligned with necessary space principles and standards.

### 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY:	N/A	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics		▪ Responsible for delivering project within agreed budget							

### 3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

--



**4. Context and key issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Take complete ownership of the moves management process.
- Fully conversant with space planning statutory compliance requirements and ensure control and adherence.
- Proficient in the use of AutoCAD and production of accurate drawing layouts
- Ensure all work is carefully planned and delivered within agreed timescales and budget.
- Take ownership of the supply chain and ordering of any new furniture
- Provide moves management information within set time frames.
- Ensure the client is kept up to date with any changes in scope, timescales, and costs.
- Establish and maintain effective lines of communication with all facilities management teams to ensure notification of project activity sufficiently to cope with any operational issues.
- Keep the property drawing database and standards maintained and updated.
- Carry out frequent audits of existing desk layouts.
- Retain moves management procedures in an updated status.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Act as key liaison point with Sodexo's & Unilever facilities team within the designated building groups with primary focus on ensuring continuity and business risk minimisation.
- Provide unilever with a single point of accountability for all moves management activity.
- Ensure a sensitive approach supported through clear, concise, and effective communication with Unilever staff affected by moves and relocations.
- Negotiate an outcome and sell a concept to a team when undertaking moves to ensure all parties affected by a move buy into the process.
- Develop a comprehensive understanding of the portfolio in terms of its layout, functions, and complexities.
- Proactively contribute to a collaborative approach across each site.
- Engage, adopt and complement Unilever's established processes and standards.
- Bring to the attention of the facilities team any critical incident or problem impacting the delivery of any project.
- Support the unilever travel and flexible working co-ordinator around the engagement and delivery of flexible working.
- Engage with one service team, and housekeeping manager in relation to space principles and customer behaviour.
- Ensure customers adopt good use of floor space and storage provided.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- P+L reports – Management of financial expenditure and compliance with the contract opening budget labour productivity management.

- Customer satisfaction ratings, net promoter score
- Business plan actions
- Service audit and customer journey scores
- People management (performance development reviews, training plans, labour turnover, attendance rates.

## 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Client focused.
- Positive and proactive
- Able to act on own initiative
- Decisive with ability to make decisions.
- Team player
- Negotiation capabilities
- Attention to detail.
- Presentable appearance
- Effectively communicate and provide clear direction.
- Ability to work under pressure.
- Motivate/nurture a positive can-do attitude and approach at all levels.

## 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Proven experience in similar role
- Excellent personal management skills
- High level of competency and understanding of building services infrastructure
- Comprehensive understanding of AutoCAD
- Excellent communication skills both written and oral
- Statutory legislation awareness.

## 9. Management Approval – To be completed by document owner

Version	1	Date	01/03/2023
Document Owner			