

# Job Description:

## Workplace Strategist – Space Planning & Project Admin



Function:	Strategic management of the workplace planning
Job:	Workplace Strategy Manager - Planning
Position:	Workplace Strategy Manager - Planning
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Project Manager
Additional reporting line to:	Snr. Facilities Manager
Position location:	Dublin Campus,

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

- To be responsible for the management of understanding, forecasting and implementing all physical facility requirements and related service needs within all sites.

### 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 FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth	tbc						
		Cash conversion:	tbc						

Characteristics

- Add point

### 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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 main 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.

- Total annual revenue budget / Scope of Services
- Compliance with legislative, company, and regional policy relating to health, safety and environmental governance.
- Always maintaining a healthy and safe environment for all
- Current and emerging industry good practice in respect of the Services

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

Required skills, knowledge and experience.

- Understand, forecast, and anticipate physical facility requirements and related service needs, as articulated by Client representatives.
- Able to articulate and convey the client's vision, mission, goals, objectives and desired outcomes for portfolio Future State.
- Drives the collection, organization and interpretation of data related to Dublin facility requirements, physical or virtual space needs and business goals and objectives as they relate to the agreed upon planning cycle.
- Identify, analyse and apply related data from resources such as information technology, human resources and compliance regarding the creation and execution of physical or virtual space solutions.
- Document findings and conclusions based on data analysis and needs assessment.
- Communicates recommendations in both written reports and presentations.
- Produce charts and diagrams for the visual display of quantitative and qualitative information.
- Organize and identify operational and functional relationships that pose physical and spatial impacts.
- Generate conceptual solutions that respond to Client's spatial needs, physical planning constraints and corresponding IT, HR and compliance requirements.
- Verify information about Existing State, forecasted space demand and space supply for solutions relating to both legacy and new work environments.
- Conduct interviews and discussions with the client to gather, coordinate, and synthesize project requirements, functional, operational and cultural issues.
- Directly answer client's question/concerns and provide supporting data where relevant.
- Develop project-level and portfolio-level solutions based on interpretation of the program data and preparation of recommendations.
- Apply knowledge to forecast space requirements based on verified existing space information, forecasted space supply/demand and growth projections. Provide metrics around current and future space needs.
- Clearly document findings and conclusions. Communicate recommendations based on data analysis and supply/demand assessment. Communicates/illustrates potential complex 6-month migration planning schemes.
- Timely and clear reporting to Client and service delivery partners, including agreed upon critical success factors, work environment efficiency, and delivery effectiveness.

Desired skills, knowledge and experience

- Communication skills

Lead communication strategies, ability to write reports, prepare quality PowerPoint presentations and effectively lead discussions. Ability to consult, influence and negotiate effectively with clients and stakeholders. Ability to engage in active listening.

- Mathematical skills

Ability to apply concepts of basic algebra and geometry to practical situations.

- Reasoning ability

Ability to solve problems and deal with a variety of options in varying situations and ambiguity. Requires analytical and quantitative skills.

- Knowledge requirements

Supply / Demand Principles; Strategic Real Estate Planning; Space Planning and Forecasting  
High Level Understanding and appreciation of Project Management, Planning, Facilities Management  
Business acumen with an understanding of operational impact related to actions/decisions  
Teaming/Consultant and Customer Service skills  
Critical thinking and problem solving; Risk Identification and Analysis

- OTHER SKILLS and/or ABILITIES

Team leadership and management

Advanced skills using Microsoft Office Suite including PowerPoint, SharePoint and Excel

Ability to self motivate and drive others towards clearly defined goals

Ability to document processes, procedures and best practices

**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.

- Client satisfaction
- Client retention
- Business growth & developments
- Internal compliance standards
- Innovation Log
- Safety Statistics

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

- Qualifications (Minimum QQI L5/6) in a related field and experience in architecture/design, space planning and forecasting, project management and/or strategy development. Experience to include tactical planning development and implementation.
- Excellent management and organizational skills with the ability to analyse multiple sets of data and drive decision making in a problem-solving atmosphere. Must possess a solid understanding of occupancy planning, facilities and real estate service delivery models, and ability to reprioritize in response to fluctuating work environment and demand. Demonstrated ability to lead projects and multi-functional teams, motivate others, and build support for implementation.
- Strong interpersonal skills to develop relationships at multiple levels within the business division and with business partners; have a proven record of providing excellent internal and external customer service and possess effective communication and presentation skills in multiple media and settings.
- Ability to develop, plan, manage, and implement workplace plans and space solutions within a dynamic corporate environment. Strong understanding of business and financial impacts to workplace options.
- Ability and desire to succeed in a fast-paced, dynamic organization and to change directions and reprioritize in response to fluctuating work environment and demand. Ability to work successfully in an environment that reflects and supports diverse work styles.
- Ability and desire to drive solutions, problem solve and to work and lead in a fast-paced/dynamic organization.
- Proficiency in AutoCAD
- Experience with Sketchup and Pcon planner desirable (3D Drawing and rendering)
- Data Entry and Management
- Ability to prepare and understand presentation drawings, materials specifications, lighting, furniture proposals and construction detailing.
- Team player willing to cooperate across the organisation.

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

<ul style="list-style-type: none"> <li>■ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>■ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>■ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>■ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>■ Brand Notoriety</li> </ul>	<ul style="list-style-type: none"> <li>■ Business Consulting</li> </ul>
<ul style="list-style-type: none"> <li>■ Commercial Awareness</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>
<ul style="list-style-type: none"> <li>■ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>■ Learning &amp; Development</li> </ul>	

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

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Document Owner			