



# Example of Workplace Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of workplace manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for workplace manager

- Develop long and short-term strategic building occupancy plans based on business unit requirements
  - Liaison to Workplace Strategy function within department
  - Manage long-term requirements and forecast for each business unit in assigned geographies
  - Provide analysis support as needed
  - Work with business unit staff members to lead gathering, documentation and dissemination of strategic business requirements, headcount demand, headcount forecast, current space utilization information
  - Influence local senior leadership to incorporate the workplace strategic approach developed by Global Workplace Strategy and Operations and to deliver workplace solutions that meet the pre-defined metrics and desired outcomes
  - Provide information to stakeholders to assist in the development of business cases for new workplace solutions, which includes presenting technical information such that non-technical people can understand it
  - Provide internal and external benchmark data to deliver budget estimates early in the development cycle
  - Facilitate sessions with leaders and stakeholders to draw out business requirements that will inform workplace design
  - Demonstrate problem solving, critical thinking, self-starting behaviors, accountability and strategic relationship building
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- RICs space standard knowledge, meeting Health and Safety standards
- Advanced use of AutoCAD, Revit, SketchUp, 3D applications and Photoshop with excellent attention to detail
- Successful track record of delivering design projects in a complex, customer-facing organisation using recognised frameworks
- Identifies key risks to delivery and ensures adequate risk mitigation or contingency plans are in place
- Experience in a multiple site environment, ability to multitask is essential and manage multiple projects simultaneously
- Effective problem solving, visualization and interpersonal skills