



[https://www.farneke.com/?post\\_type=jobs&p=250654](https://www.farneke.com/?post_type=jobs&p=250654)

## Workplace Manager

### Description

The Workplace Manager is the lead workplace professional responsible for establishing and integrating the Workplace Strategy into du's corporate culture, impacting space planning and use, and service standards for the du's corporate workplace. Using expertise and influence, this role enables measurable progress in workplace transformation through innovation, global best practice, change management strategies and implementation decisions, prioritizing attention to design to uphold our commitment to staff for a supportive and dynamic workplace. The role supports alignment with current provincial requirements and reporting to maintain compliance and due diligence in end-to-end decision-making.

### Description

- Through best practice knowledge, leads the identification of opportunities and roadblocks to integrating workplace best practices and principles in major undertakings; applies political acuity and relationship management to support the changes across the organization;
- Develops and implements a strategic plan for the Workplace for the upcoming 10 years focused on collaboration and decentralization, and end to end implementation;
- Design Feasibility Studies to support Planning Recommendations.
- Limited scope required to support transfer of detail to Project Managers
- Support design elements during READ preparation
- Support new location feasibility studies + medium to large refurb/restack of current buildings.
- Collect BU Requirements and oversee Test fits.
- Provide guidelines and oversight of all test fits prior to BU review and approval
- Oversee drawings and ensure they aligned to local regulations, MS guidelines and BU requirements.
- Develops and implements the appropriate workplace management plans and strategies and stays adaptive to the emerging post-COVID for the workplace.
- Assist in coordinating and directing external design consultants with our Senior Design Manager
- Attend Project Management meetings
- Assist to approve concept & design drawings with our Senior Design Manager
- Review furniture schedules
- Shop Drawings review
- Construction drawing review and mark up with final approval
- Review control sample finishes and material submissions from contractor with shop drawings
- Review interior signage and graphics package
- Participate in meetings between Art Curator, Design company + PM
- Identify potential location/review lighting, etc
- Follow up design support after project Go-Live to clear out defects
- Design Lead to visit site on go-live and review
- Maintain physical sample library
- Travel will be required
- Overtime may be required
- The job duties and requirements that this document describes may be altered or

### Hiring organization

Farnek Services LLC

### Employment Type

Full-time

### Industry

HRSSO

### Date posted

06/19/2024

supplemented at any time at the sole discretion of.

- Develops presentation material with a compelling story that links to du's strategic priorities;
- Brings a deep understanding of workplace analytics and their application to the corporate strategy;
- Integrates excellence into the strategy from inception to implementation, focusing attention on the inclusion of outcome excellence when setting objectives, scope, consultant management, and during procurement and evaluation processes (e.g. consultants' scope of services);
- As the senior technical lead, provides subject matter expertise on progressive workplace design philosophy and leads an inclusive process for staff and teams across the organization;
- Leads the development and management of a medium and long-term enterprise workplace strategy which is aligned with the organization's vision and overall operational goals
- Creates a working environment that is aligned with the organization's desire to be a "best company to work for", ensuring that people resources possess the required skills, are properly aligned, and are provided with the resources to do the job
- Develops an understanding of diverse stakeholder interests and creates a positive working relationship through early and regular consultation to achieve the strategy;
- Creates an awareness and appreciation for ways in which an emphasis on the long-term strategy and the benefits of a higher user experience through collaboration contributes to fulfillment of 's workplace strategy
- Advises the organization and external partners on the financial costs and benefits of applying the workplace strategy and provides recommendations that support financial stewardship in the delivery of the strategy
- Monitors procurement and contract management for external supplemental strategy consultants and/or design consulting services to meet timeliness and evaluate project effectiveness
- Monitors progress to ensure that planning objectives are delivered on time and within budget, and that anticipated business results are achieved; able to explain off-plan overages and exceptions

## **Qualifications**

6. Qualifications, experience, skills and competencies

Minimum experience:

- Completion of a degree in Architecture, Landscape Architecture, Interior Design, Business Administration or a related discipline – or a combination of education, training and experience deemed equivalent
- Minimum ten (10) years' professional experience in architecture, interior design, business analysis, strategic development and/or corporate real estate with complementary experience in related areas of business.
- Experience establishing and maintaining a culture of design excellence into corporate culture and brand identity to increase the value of design quality and experience
- Experience with multi-stakeholder engagements and vendor relationship management is an asset
- Theories, principles and practices of workplace strategy related to staff and team experience
- Project management experience to lead and participate in projects and initiatives
- Budgeting to develop and manage budgets within budgetary limitations
- Interpersonal and oral/written/presentation skills to develop and review design strategies, guidelines and benchmarks for design excellence and provide subject matter expertise to consultants, staff, and decision-maker.
- Good knowledge of MS Office

Minimum education:

- Diploma in Business Administration or equivalent

Knowledge and skills:

- Very good at MS Office specially Word, Excel and PowerPoint
- Fluent in English
- Good communications skills
- Good time management
- Good organisational skills
- A good eye for detail

Competencies:

Please provide the level of competency as per the grade: Level 1 for grades 12-13, Level 2 for grades 14-15, level 3 for grades 16-16a, level 4 for grades 17-17a

State competency levels from the competencies framework.

- Think strategically (Level 3 of 5)
- Achieve tangible results (Level 3 of 5)
- Lead breakthrough change (Level 3 of 5)
- Exceed customer expectations (Level 3 of 5)
- Nurture, Inspire and Motivate (Level 3 of 5)
- Target win-win outcomes (Level 3 of 5)