

## workplace consultant - strategy

**Job Title:** Workplace Consultant

**Department:** Strategy

**Location:** SE1 0NE

**Salary:** £40-£50k

### Overview:

To join and be an integral part of a leading workplace strategy team at a successful interior design and architectural practice. Due to secured workload and a strong pipeline, we have a requirement for an experienced, job running senior workplace consultant to expand the team. We need a confident and competent self-starter that can take on responsibility for projects straight away.

### Key responsibilities and accountabilities:

- Responding to RFP's and pitching for work
- Client facing and the ability to head up jobs from pitch to completion
- Guiding more junior members of the team
- Checking and quality assuring work
- Developing strategic briefs
- Preparation and facilitation of client vision workshops
- Due diligence ,analysing building efficiencies and creating block and stacking plans
- Scheduling and documenting clients requirements
- Developing initial concept space plans (CAD skills are a must)
- Preparation of client presentations
- Other ad-hoc duties as required by the business.

## Qualifications, Experience & Skills:

- Degree in Interior Design, Spatial Design required
- Proven experience in Workplace strategy and Change management experience would be a significant plus
- Confident with job running experience, with strong proven experience at a similar practice
- Experience with managing a small project team to deliver projects within tight deadlines
- A creative thinker with strong analytical skills
- Excellent communication and presentation skills
- Extensive experience with interpreting utilisation and online survey data
- High level of Excel is a must
- Aptitude to challenge client ideas and concepts to senior level client groups
- Ability to multi-task and prioritise work
- Auto CAD experience Preferable but not essential
- Salary negotiable depending on experience

If you feel you match the above criteria, please send a full CV + Portfolio to [careers@tpbennett.com](mailto:careers@tpbennett.com) with the headline Workplace Consultant

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Closing Date: 4th March 2019