

Job Title: Associate Director - Workplace Strategy

Department: Workplace Strategy

Location: London

Reporting to: Workplace Strategy Director

Job Purpose:

Focus on delivery that involves a blend of strategic implementation, project management, and developing deeper expertise in key areas. Taking on responsibility for managing clients and projects and overseeing the delivery of reports and studies.

Key responsibilities and accountabilities:

- Managing multiple projects simultaneously, ensuring cohesive teamwork and high performance
- Providing mentorship and guidance to more junior team
- Ability to create and deliver compelling presentations & engagement content. Effectively conduct interviews and run workshops to gather, compile and interpret results
- Strong ability to build relationships and work collaboratively with stakeholders
- Proficiency in crafting clear and concise reports, proposals, and emails
- Skill in negotiating terms and conditions with vendors and stakeholders
- Skill in assessing the needs of the organization and its employees
- Knowledge of how businesses operate and make decisions
- Ability to interpret and analyse data to identify trends and insights
- Capability to identify problems and develop effective solutions
- Skill in formulating strategies that align with organizational goals
- Familiarity with workplace technologies and tools. Development of new tools and methodologies.
- Ability to come up with innovative ideas and solutions
- Ability to conduct thorough research and stay updated on industry trends and produce written research for projects and publication
- Skill in identifying and leveraging emerging trends in workplace design and strategy
- Expertise in designing efficient and effective workplace layouts
- Understanding of user needs and how to design spaces that enhance employee experience
- Experience in advising, managing and facilitating organisational change.
- Understanding of workplace regulations and standards
- Knowledge of sustainable practices and how to implement them in the workplace.
- Awareness of industry trends and competitive landscape

www.tpbennett.com

London

One America Street
London SE1 ONE
+44 (0)20 7208 2000

Manchester

Royal Mills, Unit 2, 17 Redhill Street
Manchester M4 5BA
+44 (0)161 694 7700

Leeds

1 City Square, Infirmary Street
Leeds LS1 2ES
+44 (0)113 521 2100

- Develop experience creating RFP responses, liaising with the tpbennett commercial team, and working with the designers incl. cross practice where required
- Experience with project planning, execution, and monitoring. Developing experience in resourcing and fees
- Ability to understand programmes and fee/resources constraints and track progress
- Ability to manage client expectations and deliver exceptional service
- Ability to manage client expectations and deliver exceptional service
- Ability to prioritise tasks and manage time effectively
- Strong focus on accuracy and detail in work output

www.tpbennett.com

London

One America Street
London SE1 0NE
+44 (0)20 7208 2000

Manchester

Royal Mills, Unit 2, 17 Redhill Street
Manchester M4 5BA
+44 (0)161 694 7700

Leeds

1 City Square, Infirmary Street
Leeds LS1 2ES
+44 (0)113 521 2100