

Building homes,
independence
and aspirations



Job Profile

Job Title	Head of Workspace
Reports to (job title)	CEO
Job Reference No.	HOMEJD841

The job in a nutshell...

You'll lead our workspace approach, including the scoping, design, implementation and evolution of our workspaces across the UK. Recognising that colleagues work in different ways and benefit from having options for how to approach work you'll integrate our office, 3rd party space and colleague services into a cohesive and complimentary offer.

Developing our approach to what a workplace is for. You get that workspace shapes behaviour and you understand workplaces communicate a strategy, brand and culture and that it helps to drive colleague engagement and productivity. what is a workplace for" and "where do we do this kind of work You don't stick to traditional in your thinking and will design innovative solutions that support how we work, how work- flows and meet the needs of colleagues, customers and third- party organisations as our portfolio requires. Not just a design thinker you make it happen – you disrupt and challenge thinking in how we work.

What success will look like...

Working with key stakeholders researching workspace options and design that aligns colleague engagement, wellbeing, technology, brand and mission and turns it into a reality

You will help develop what a workplace is for and where best to do different types of work

Developing the thinking into solutions that engage colleagues whether they work in our services, communities, main offices, hub offices or provided workspaces providing a consistent standard

Collaborate with teams from IS, Facilities, Operations, HR to develop solutions for how we work and make the workflow easier enabling colleagues to focus on what's important

Develop workspace options so that colleagues have more choice about how and where they work so that they can manage their need for privacy, concentrate more easily and collaborate with their teams, customers and without disruptions

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Lead and develop the co-working concept, building tenant needs into the design and being the key contact point

A consistent workspace offer that's accessible and agile whether a service, main office, regional hub having flexibility (depending on the space type) to ensure we have space for costal, collaboration, informal, quiet time, project meetings or larger events; different solutions that are quickly assembled

You'll already have these **brilliant** skills, qualifications and knowledge...

Degree level education or equivalent and relevant experience

Experience in workspace design that translates thinking into practicality

Developing options for workflow and the best environments for specific activities

Excellent influencing, negotiating and presentational skill to director and executive level

Lead in the delivery of key projects and participate in wider group projects

Ability to quickly develop options and solutions from effective and collaborative working relationships with a wide range of senior colleagues.

Ability to write clear and concise reports, summarising the essence of complex issues and reaching well-argued and clear conclusions and recommendations

Evidence of effectively responding to and contributing to organisational change and strategic issues

Proven ability in monitoring and managing a project and delivering sustainable outcomes

An ability to lead and motivate to deliver excellent customer service

Experience in and/or knowledge of regulatory and legislative compliance for commercial buildings, including statutory compliance and accessibility

Evidence of an effective contribution to operational and strategic issues

Ability to keep up to date with appropriate legislation, trends and wider theme developments and apply to ongoing plans

We're all **accountable** for..

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

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Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Challenging the norm - we expect all of our leaders to not just do things because 'that's the way they have always been done' challenge convention to drive continual improvement.

Other important stuff...

You'll be a budget holder? No Yes ... up to £ [Click here to enter text.](#)

You'll manage people? No Yes ... around [Click here to enter text.](#) direct reports

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional Regular Frequent



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