

## Workplace Project Manager

As we roll out our flexible workplace offer, an exciting opportunity has arisen for a workplace Project Manager within the Projects team at Great Portland Estates.

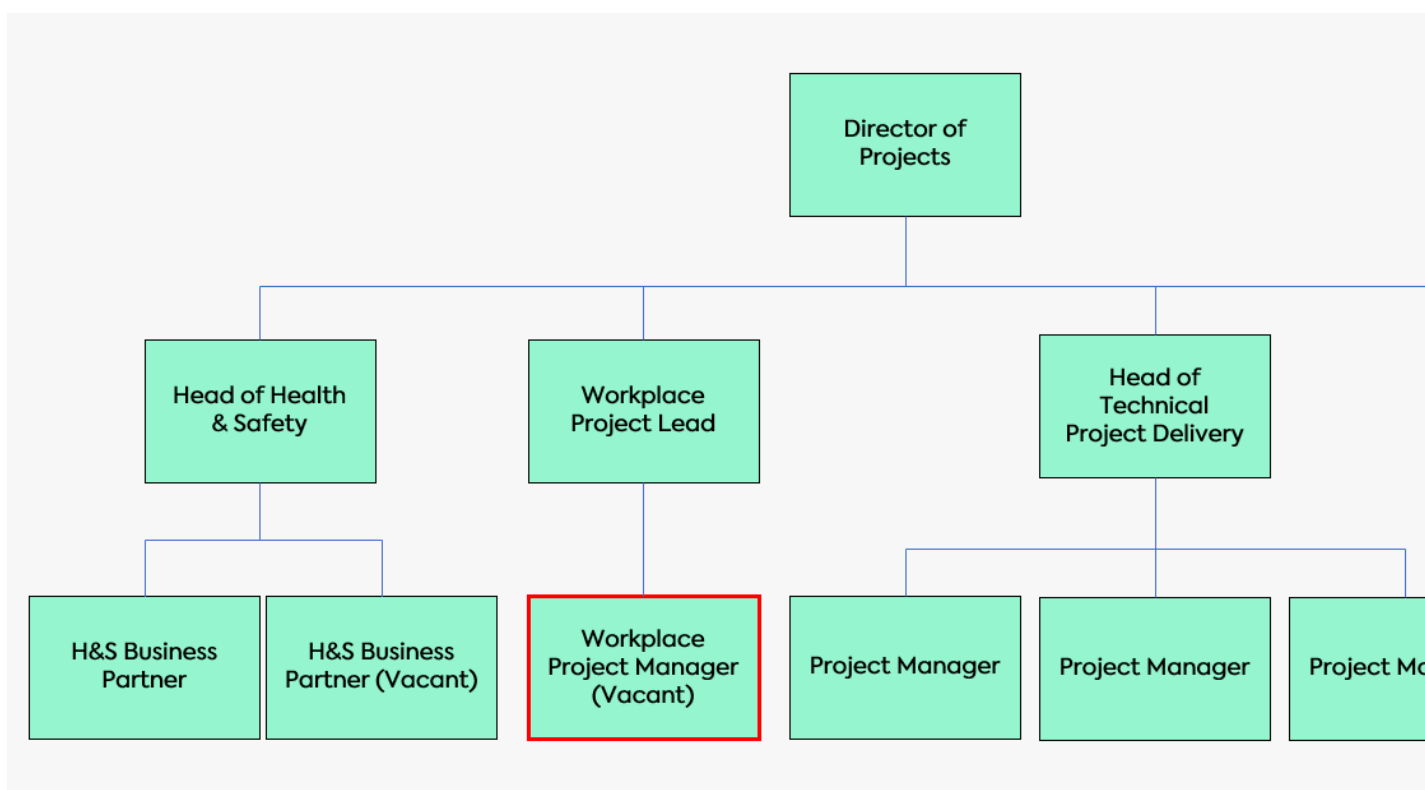
### Great Portland Estates plc

Great Portland Estates (GPE) is a highly regarded central London Property Investment and Development company with approximately £2.5 billion of real estate. GPE is primarily office focused with retail and some residential; 100% of the portfolio is located within central London. The business focuses on acquiring and developing properties through effective portfolio management or redevelopment to reposition them and unlock their full potential.

Today we have c.430,000 sq ft of flex space across our central London portfolio, delivering the majority in our Fitted and Fully Managed Products. Our ambition is to grow flex within the current portfolio to 1,000,000 sq ft by 2027, taking back and converting our spaces as and when the opportunity arises.

Our understanding of customers, combined with successful reading of the real estate market, continues to deliver outstanding performance for shareholders and makes for a very dynamic environment in which to work.

### Team Structure



### Workplace Project Manager Role

Reporting to the Workplace Project Lead, the Workplace Project Manager (WPM) will principally deliver the fit-out of our flexible workspace, and forms parts of the development team but will primarily work alongside and collaborate with the wider Flex team (Design Lead, Leasing Team,

Portfolio Managers, Customer Experience team and Workplace and Innovation Team) ensuring all fit-out projects are to the required GPE standards, in line with changing customer demands.

The WPM will play a key role in the development and improvement of GPE's Flexible Workplace offering including Cat B / turn-key fitted space, additional building amenities, and increased customer experience. Whilst remaining abreast of current trends the WPM will continuously review and consider how best to deliver our spaces.

This role requires someone who is able to work autonomously and influence teams, with a commercial and constantly progressive mindset. A pure office background is not essential and experience in other sectors may be beneficial.

### **Key Responsibilities**

1. **Procurement and delivery of Flexible Workplace projects** – From initial brief setting to handover the WPM will lead and co-ordinate our external teams to deliver our flexible workplace within the parameters set down in the project brief and the property business plan needs to ensure all projects are delivered within budget and on time. Ensuring that all projects meet key GPE objectives and themes of sustainability, wellbeing, technology, health and safety and customer service. The Workplace PM will contribute to any pre-purchase discussions that may involve the incorporation of flex products or re-design of space. Work with the Projects team to improve purchasing power through smart and efficient purchasing of all items including furniture and other items.
2. **Market research and design of space** – coordinate, research and maintain internal awareness of the latest approach to procurement and delivery of flexible workspace. This offers the opportunity to learn, improve and expand the delivery of our space to continuously improve GPE's flexible workplace offering and customer experience.
3. **Communication** – The WPM will work closely with the Workplace Design Lead and Head of Design to obtain clear design direction and the relevant Portfolio Manager to establish a clear business plan for all portfolio projects. The WPM will also work closely with the leasing team to ensure all projects and leasing related modifications meet our customers needs. The WPM will work closely with external contractors, suppliers and teams in the delivery of workplace, reception areas, creating additional building amenities, internal styling and furnishings. The WPM will work closely with all GPE teams to achieve optimum product definition, procurement and project delivery and improve efficiency, quality and customer experience.
4. **Approvals** – The WPM, will support the Portfolio Manager in obtaining timely approval for Business Plans and fit-out strategies from the Executive Committee and where necessary, Board.
5. **Compliance** – The WPM will ensure that the Company's Corporate Responsibility values and objectives are actively pursued in their area of work and will keep up to date with all required and relevant legislation.

### **Key Competencies:-**

- Driven, with a continuous-improvement mind-set
- Self-motivated and able to work autonomously
- Enthusiastic and takes pride in their work, and is committed to success, focused on delivering fabulous space but also results for the group

- Has a team-orientated mindset, encouraging collaboration and knowledge-sharing across teams
- Open and responsive to feedback
- Great attention to detail, taking real pride in what they achieve
- Commercial mindset ensuring projects meet business plan and wider business requirements,
- Strong work standards and ethics, and recognised as trustworthy, honest and reliable
- Resilient, deals positively and constructively with challenges
- Organised and structured approach to work
- Prepared to 'go-the-extra mile' in order to meet or exceed the needs of the business
- Self-starter that seeks out responsibility and challenges
- Inquisitive and generates new ideas to create/add value
- Excellent communication skills with the ability to clearly communicate internal requirements to external consultants and contractors

**Relevant professional experience:-**

- Will likely have a background in project management within the flex office arena
- Proven track record of projects to a high level of quality, on time and within budget
- An established reputation in the industry with a great track record for building and maintaining strong relationships
- Experience within the Real Estate sector, with experience in the office and possibly hospitality sectors
- Passion for real estate and an eye for detail
- Experience of working in a professional/technically oriented organisation

**Live by our Company Values:-**

- We achieve more together
- We are committed to excellence
- We are open and fair
- We embrace opportunity