



POSITION DESCRIPTION

Position Title	MANAGER – OCCUPANCY PLANNING AND DELIVERY	Position No.	50057709
Team	[Finance & Strategy]	Classification	[Administrative/Professional]
Department	Property	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 9]
Reports to	HEAD PROPERTY 30006490	HR Endorsement	3/12/2019

Purpose

Develop and oversee the planning and delivery of contemporary workplace occupancy planning and spatial utilisation projects across the ABC Property Portfolio.

Key Accountabilities

1. Develop and oversee the delivery of a spatial utilisation strategy for the ABC property portfolio.
2. Plan, procure and oversee associated internal relocation and construction project activity to support the enhancement of workspace utilisation across the ABC portfolio. This is expected to include redesign of existing space as well as providing solutions within existing workspaces.
3. Establish a baseline, review, update and manage existing and proposed team allocations and space change requests across the national portfolio to ensure most efficient use of ABC's workspaces. This will include influencing changing ways of work in a dynamic, ever changing workplace.
4. Work with Regional Property Managers to provide insights and strategies for efficient use of workspaces.
5. Build effective relationships across the business by consulting, listening, negotiating and educating in relation to workspace utilisation. Assist with broader communications in time of change.
6. Work with relevant consultants to ensure successful implementation of all relocations and associated refurbishments. Assist with the delivery of organisational objectives including minor and large relocations as appropriate across the ABC's portfolio.
7. Maintain focus on efficient use of space and resources, as well as driving alignment with overall ABC and Property strategies.
8. Assist Head of Property and Regional Property Managers with other associated duties as required.

Key Capabilities/Qualifications/Experience

- Extensive experience in commercial property Space Planning and workplace utilisation.
- Advanced ability to develop strategic level plans that support the delivery of contemporary refurbishment works, while maintaining operational capability within a high tempo organisation. Exposure to media related operations would be advantageous.
- Extensive experience in planning and delivering contemporary workplace focused minor capital works projects.
- Advanced skills in the establishment and administration of Space Management Software.
- Strong reporting and visual presentation skills
- Excellent stakeholder engagement and interpersonal skills, with a proven ability to operate effectively within a large and diverse organisational structure.
- ABC Principles: Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





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- ABC Policies: Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
- Diversity and Inclusion: Experience in building an inclusive and supportive culture where diversity is valued.