



The Changing Workplace - Job Specification

Experienced CAFM Operator/Space Planner

The Company

The Changing Workplace is an industry-leading provider of web-based IWMS software solutions for Corporate Real Estate and Facilities groups. Our products provide reporting and management of space utilisation, costs, and related data. The company's head office is based in Haywards Heath, but this role is based within the Client's offices in Central London. CWP also has office in South Africa and the USA.

The Role

We are currently recruiting for a motivated & experienced person whose main purpose is to deliver Space Planning/CAFM services to our customer. You will report to the Senior Team Lead and will also be collaborating with other CAFM co-ordinators, the IT Team & various project managers.

Main Responsibilities

- Providing practical and cost effective solutions to various space planning and accommodation requests.
- Producing strategic floor plans offering the most effective and efficient use of the client's space.
- Performing & documenting site surveys which may include new buildings, and translating this information in to AutoCAD drawings
- You will also be required to complete occupancy and furniture audits/surveys as instructed by the client as well as completing ad-hoc surveys - e.g. Ceiling grids
- CAFM Data Management responsibilities will include, maintaining the data and drawings using the Archibus database and AutoCAD software and taking an analytical approach to implementing the requested changes and adhering to specific client standards.
- You will be required to maintain the client account and develop a professional relationship with the client working closely with them to produce effective space planning solutions.
- You will also be expected to participate in team discussions and bringing value to the company by providing valuable observations/comments, suggesting areas in need of enhancement and/or additional training.

Skills

- Proficiency with AutoCAD, Archibus (desirable), and any other systems/functionality
- Good technical ability with solving and managing mathematical challenges using an analytical approach.
- Excellent verbal and written communication skills.
- Ability to support the client and CAFM team with software/modules.
Knowledge of furniture manufacturers and office furniture system.
- Demonstrable knowledge of space planning standards and related industry regulations including DDA.
- Ability to use alternative design software packages such as Photoshop, Illustrator and 3D Max.
- Good working knowledge of Microsoft Excel

Please note this role would be unsuitable for Interior Design or Architecture candidates, unless you have proven experience of delivering on the office space planning aspects of the role.



All applicants must have the right to work in the UK and will be asked to provide relevant documentation on the day of interview.

Candidates must also consent to background screening checks such as 5 year employment history and home address. Due to the sensitive nature of the client data that we work with, these checks may sometimes include a Credit check and a Criminal Record Disclosure.

Please send a cover letter and your CV to hr@changingworkplace.com - please also include your salary expectations. NO AGENCIES