

Role Summary

About us

We are a diverse team of creative and analytical thinkers shaping the future of work, life, and the built environment. Collaborating on global projects, we partner with our designers and leading clients to deliver innovative, forward-thinking strategies.

About the role

We're looking for an experienced and strategic Workplace Consultant with strong expertise in space planning, workplace analysis, and client engagement. This role focuses on leading the development of workplace strategies, briefs, and research insights, working closely with clients and multidisciplinary teams to deliver integrated, data-driven solutions.

Role Definition

Job Title: Senior Workplace Consultant (Associate)
Reporting To: Senior Workplace Consultants (Associate Partners) on a day-to-day basis and ultimately to the Head of Workplace Consultancy

Responsibilities

Project Delivery & Strategy Support

- Develop briefs, space programs, and strategic reports
- Translate data into actionable workplace recommendations
- Oversee workplace analysis and design brief development
- Lead space planning, floorplate analysis, test-fits, and layout strategies
- Assess buildings and propose spatial improvements

Client Engagement

- Facilitate workshops, interviews, and engagement activities
- Lead analysis of qualitative and quantitative data
- Translate client needs into user-centred strategies
- Present findings clearly and persuasively

Research & Insights

- Guide workplace research and benchmarking
- Evolve consultancy tools and methods
- Promote knowledge sharing and best practice

Other

- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards.

Qualities and Skills Required

Soft Skills & Mindset

- Strategic, creative, and analytical thinker
- Organized and proactive; handles multiple priorities with ease

- Strong communicator with excellent interpersonal and presentation skills
- Confident in client engagement and stakeholder management
- Collaborative, team-oriented, and respectful of structure
- Experienced in mentoring and supporting junior staff
- Committed to learning and development
- Open to international travel

Technical Skills

- Proficient in Revit, AutoCAD, Excel, InDesign, Photoshop, PowerPoint, and Word
- Strong research, data analysis, and report-writing skills
- Skilled in storytelling and visual communication
- Solid grasp of workplace strategy, spatial planning, and consultancy methods
- Up to date on trends and best practices in workplace design

Experience and Academic Background

- BA required (MA preferred) in Architecture, Interior Design, or a related design field
- Typically has 6-8 years' experience in workplace strategy, corporate real estate, or interior design
- Proven track record of leading successful workplace strategy projects

General

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the postholder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.