

Senior Manager of Space Management

PeopleSoft Job Code / Title: 8049 / Senior Manager, Space Management

Department / Subdepartment: Real Estate and Workplace Experience

Organizational Relationship: Reports to the Associate Director of Workplace Design and Space Strategy

FLSA Status: Exempt

UCM Level: N/A

Last Updated: February 2025

General Summary:

The Senior Manager of Space Management plays a pivotal role in optimizing our workplace environment to support a productive and efficient workplace that supports the diverse needs the firm. This position is responsible for overseeing the effective management of office space, including the coordination of employee movements to and from the hoteling program, the development of seating plans, and the implementation of best practices for space allocation. This position will also ensure alignment with the firm's global seating strategy and contribute to creating a dynamic and efficient workplace.

This position is responsible for effectively leading a small team of Space Management professionals, cultivating a hospitality and service oriented ethos and ensuring the seamless delivery of programs and service to the firm. They develop and supervise this staff by performing a multitude of responsibilities, including but not limited to, hiring, development, performance coaching and annual compensation processes.

The ideal candidate will be a proactive and strategic thinker, committed to enhancing our workplace environment and aligning with our global space management objectives

Essential Duties and Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation:

1. Develop and implement a comprehensive space management plan, working with leadership to develop, standardize and oversee the firm's global seating strategy
2. Oversee the hoteling program, ensuring smooth transitions for employees moving in and out of the program, and manage the allocation of assigned seats and hoteling spaces
3. Develop and maintain seating plans for all employees, taking into consideration departmental needs, employee preferences, and space availability

4. Establish and promote best practices for determining hoteling versus assigned seating, ensuring

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- consistency and fairness across the organization
5. Conduct regular assessments of space utilization and provide recommendations for optimizing the efficient use of space
 6. Coordinate with various departments to understand their space requirements and ensure their needs are met within the constraints of available resources
 7. Lead initiatives to enhance the workplace environment, fostering a culture of collaboration and innovation
 8. Work with the Data and Systems teams to prepare and present reports on space management activities, including utilization metrics and strategic recommendations, to senior leadership; and to identify opportunities to enhance these reports to support a data-driven decision-making process
 9. Stay informed about industry trends and best practices in space management and workplace design, and apply this knowledge to improve the firm's space management strategies
 10. Promotes a hospitality minded, "Can Do" culture

Position Specifications

Education

- Bachelor's degree preferred, ideally in Facilities Management, Interior Design, Business Administration, or a related field.

Work Experience

- Minimum of five (5) years' experience in space management, facilities management, or workplace strategy; preferably within a professional services firm or other corporate environment is required
- Experience in a global organization is preferred

Knowledge, Skills, and Abilities

- Strong understanding of space management principles and best practices
- Excellent organization and project management skills, with the ability to manage multiple priorities and deadlines
- Strong analytical skills, with the ability to interpret data and provide actionable insights
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels
- Ability to think strategically to develop innovative solutions to complex space management challenges
- Ability to work in a team environment with a customer service focus
- Ability to manage work of others to ensure compliance and accuracy
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to use independent judgment and discretion when making majority of decisions
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports

Additional Requirements

- Occasional travel may be required

Physical Demands

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- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.