



Workplace Specialist

Job Purpose

Supporting the daily operation of the studio, ensuring employees have a safe, efficient, and welcoming working environment. A hands-on role with a significant manual handling element, supporting facilities management, office moves, workspace reconfigurations, deliveries, health & safety, and general workplace operations.

Acting as a first point of contact for Workplace-related matters, working closely with employees, contractors, building management, and internal support teams to maintain studio facilities and deliver a positive employee experience.

Responsibilities

- Act as the first point of contact for Workplace enquiries and facilitate effective communication across the studio.
- Monitor the condition and functionality of the office environment and facilities, identifying opportunities for improvement and escalating recommendations to the Workplace Manager.
- Carry out workplace inspections and Report hazards, incidents, near misses, and employee concerns.
- Liaise with building management and facilities providers to coordinate repairs, maintenance activities, and workplace improvements.
- Maintain supplier trackers and records, notifying the Workplace Manager of issues or changes.
- Manage office moves, seating plans, and support workspace reorganisation projects, ensuring effective communication and coordination with production teams and key stakeholders.
- Undertake regular manual handling activities, including moving office furniture, equipment, deliveries, and workplace supplies. Manage incoming and outgoing post, deliveries, courier collections, and supplier shipments.
- Support meeting room setups, event logistics, and workspace rearrangements, workplace initiatives and employee engagement activities.
- Update workplace displays and noticeboards with relevant information, including Health & Safety notices, First Aid information, emergency procedures, and studio communications adhere to all H&S requirements.
- Conduct regular stock checks of workplace consumables, refreshments, stationery, PPE, and other studio supplies.
- Generate and manage service request using internal tracking systems.

- Maintain accurate workplace records, trackers, and documentation to maintain studio compliance.
- Onboarding New starters/leavers H&S inductions & Security
- Cover/back up Thursdays and Fridays for part-time worker

Skills and Knowledge

- Ability and willingness to undertake regular manual handling activities;
- Strong organisational and time management skills;
- Excellent customer service and communication skills;
- Ability to prioritise workloads and work independently;
- Proficiency in Microsoft Office applications;
- Practical problem-solving approach and attention to detail;
- Basic understanding of Health & Safety requirements;
- Manual Handling training;
- First Aid or Fire Marshall experience;
- Able to work effectively in a hands-on operational environment;

Relevant Experience

- Background in facilities, workplace, office administration, hospitality, logistics or operations environments;
- Coordinating suppliers, contractors, and service providers;
- Managing deliveries, stock control, and inventory processes;
- Supporting workplace projects and/or office moves;