Job Description:

Global PMO Project Manager

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| Function: | **Sodexo Global Services** |
| Position:  | **Project Management Framework - Project Manager** |
| Job holder: | n/a |
| Date (in job since): | n/a |
| Immediate manager (N+1 Job title and name): | **Craig Payten** |
| Additional reporting line to: |  |
| Position location: | Home based with national and international travel up to 50% of time |
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| 1. Purpose of the Job –
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| The Worldwide Technical Expertise Platform (WTEP) was created in 2012 to develop Sodexo’s technical expertise, best practices and common processes to grow our technical services and boost our competitiveness in global markets. Developing a worldwide project management capability through our Project Management Framework (PMF) is a key component of this platform.This role provides project management support and administration to all aspects of the PMF, including deployment, globally. Specifically, this role will drive the deployment of the PMF and SoPROJECT tool, development & maintenance of training materials, communications, reports, risks, issues, logs, meetings and minutes. The role will also support key global programme and project initiatives, and build and maintain regional networks of PMF & SoPROJECT Champions and SME’s. |
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| 2. Dimensions –. |
| Characteristics  | * A very good academic and practical experience and understanding of project management, with a strong desire to undertake further development and training in this discipline
* Strong administrative experience and working in a structured manner towards tight deadlines.
* Excellent oral and written communication skills as well as excellent presentation skills with ability to conduct presentations to groups.
* Have previous deployment and training experience of a business system and or business IT tool
* Exposure to/understanding of configuration and change management is required.
* Have an existing broad global network across Sodexo
* Strong relationship building and interpersonal skills
* Experienced user of MS Office toolset (Word, Excel and PowerPoint)
* Highly motivated and demonstrating a “can do” and hands on” attitude
* Ability to work independently and self-manage
* Flexibility to travel in Asia, Australia, India, USA, South America, Middle-East, Africa and Europe
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| 3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| 1. **Context and main issues** –
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| * Drive the deployment of the PMF & SoPROJECT PM tool to regional and country platforms
* Work with regions and countries to identify and assign PMF & SoPROJECT Champions and SME, support them to drive the continued deployment of the PMF & SoPROJECT locally
* Support regions and countries to develop their Project Management strategies and roadmaps to achieving the implementation of the strategies
* Support the response to RFP’s where project management is a key deliverable
* Drive the implementation of the defined strategy for portfolio, programme management at regional and country level
* Drive the adoption of value driven project management commercial strategies at regional and country level
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| 5. Main assignments –  |
| * Work as part of the Global PMO team on the global deployment of the PMF, in accordance with the agreed deployment strategy, and support the region/country based SoPROJECT users.
* Plan and deliver deployment training to new user groups globally, both face to face and online
* Support the PMO by configuration, change and actions management of the project management architecture and act as the first point of contact for any project management standards/documentation requests across Sodexo.
* Work in collaboration with the PMF team to develop training requirements and training solutions for the PMF.
* Manage the support of the SoPROJECT tool from support request to close out.
* Be the technical expert of the SoPROJECT PM tool, manage on-going improvements and communicate updates to the SoPROJECT user community
* Train regional and country SME’s to deliver further training of the PMF & SoPROJECT tool
* Continue to develop the capability of the SoPROJECT tool to deliver an end to end project, programme and portfolio management solution
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Accountable to the Director Global Project Management Office the candidate will help to drive the global deployment of the PMF to improve project management capabilities in Sodexo.
* Accountable for measuring the width of the PMF deployment and capturing and sharing results with the business.
* Provide real time reporting on usage of the SoPROJECT tool.
* Accountable for the proactive support of PMF Champions and SME’s
* Accountable for user engagement success of the SoPROJECT PM tool
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Graduate calibre.
* Experience of deploying and supporting a global business process and tool
* Experience in building and maintain professional networks to deliver change
* Experience of working with project management tools, and best practice techniques
* Experience training groups of resources in the use of a new tool
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