

Job Description: Production Manager

Function:	Defence & Government Services
Generic job:	Sub Contracts Coordinator
Position:	Sub Contracts Coordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Sub Contracts Manager
Additional reporting line to:	Contract Director
Position location:	Allenby/Connaught

1. Purpose of the job

- To operationally support with the administration and coordination of all sub-contractor requirements
- To provide all sites within Allenby/Connaught an additional point of contact for all sub-contractor matters
- To ensure that sites are supported and have a clear point of escalation for yearly PAT testing requirements within Allenby/Connaught
- To assist in the planning, organisation and co-ordination of the maintenance schedules for every kitchen across Allenby/Connaught, working in conjunction with Hobart (maintenance contractor)
- To assist in the coordination and presentation of the life cycle programme for all kitchens across Allenby/Connaught.
- To ensure standards of service detailed in the service level agreement, KPIs and within the schedules of the contractual terms and conditions are achieved, maintained and developed for assigned operational business area
- Attend meetings as required across garrisons, regarding sub contractors.
- To support any sub contractors projects undertaken

2. Dimensions

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						
Characteristics ▪ Add only relevant points (delete any information not required)									

3. Organisation chart

Sub Contracts
Manager

Sub Contracts
Coordinator

4. Context and main issues

- Comply with all legislative requirements
- Adhere to any local client site rules and regulations
- Role model for safe behaviour, ensuring engineers have full security clearance and ATP
- Ensure all subcontractor attending sites follow required Minor Works Processes and issues are escalated
- Travel and overnight stay may be required to support business requirements
- Unsociable hours in line with business requirements maybe required occasionally
- Flexibility on work schedule and location maybe required
- Effective collaborative working with Sodexo internal and external partners
- Ensure all practices are in line with Sodexo policies and procedures and those set out within Health and Safety and Food safety guidelines/legislation

5. Main assignments

- To continue to develop one's own skills and knowledge within the position, including any required training courses
- To maintain excellent client/customer relationships
- To attend team briefs, huddles and meetings as required
- To attend your EPA to discuss and agree job performance, objectives and development activities
- To maintain professional work standards at all times
- To care for all company equipment and ensure that any faults are reported
- To work in conjunction with Service Managers, Retail Managers and Catering Managers, to plan, organise and coordinate service activity within own assigned operational business area
- To work in conjunction with other department managers to ensure operational excellence within assigned operational business area
- Active involvement, promotion and support of activities aligned towards employee engagement and achievement of IIP Gold standard
- Develop and maintain a positive internal and external network
- Continued professional learning and development
- To carry out any other reasonable tasks and/or instructions as directed by management

6. Accountabilities

- Additional point of contact for sub contractors
- To assist in the management of all contracts, ensuring they are delivered to time and budget, reporting all issues to line manager
- Report any equipment faults as directed that will impact on service delivery to line manager
- Ensure any possible contractual breaches with regards to sub contractors are escalated to your line manager
- Ownership of delegated & agreed Projects – delivery, timelines and output measurements

Risk, governance and compliance

- The role holder is accountable for full compliance and understanding of all company risk, reporting and governance processes within their assigned operational area. The role holder will ensure that these processes are fully applied, complied with and adhered to within assigned operational business area.

Service excellence

- The role holder will be responsible for driving all aspects of service excellence across their operational business area including brand integrity, quality, compliance, Sodexo's corporate social responsibility and service standards. In partnership with subject matters experts you will champion and embed service excellence initiatives across your business area and ensure that all services are aligned to the defence client and customer needs and deliverable within budget.

7. Person Specification

Essential:

- Previous experience of working in an administration/coordination role
- Able to work on own initiative within a team environment
- Knowledge and operating expertise in use of Microsoft Products (excel: is a must)
- Able to provide understanding of data driven results to make key decisions and recommendations

- Able to demonstrate a natural calm in the face of challenges and SME status amongst peers
- Client and Stakeholder management skills
- Ability to work well under pressure
- Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication
- Excellent planning and organising

Desirable:

- Experience of working within military environment

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, client and customer satisfaction, quality of services provided 	<ul style="list-style-type: none"> ▪ Industry acumen
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Analysis and decision making
<ul style="list-style-type: none"> ▪ Leadership and people management 	<ul style="list-style-type: none"> ▪ Planning and organising
<ul style="list-style-type: none"> ▪ Innovation and change 	
<ul style="list-style-type: none"> ▪ Brand notoriety 	

9. Management Approval – To be completed by document owner

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Document Owner	SH		