

# Job Description: Project Manager



Function:	Universities
Job:	Project Manager
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Projects
Additional reporting line to:	
Position location:	Contract Based

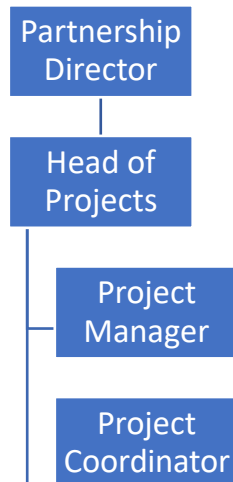
## 1. Purpose of the Job – State concisely the aim of the job.

- Reporting to the Head of Projects, The Project Manager will be responsible for collation and production of estimates and reports generated from internal FM teams, key internal and external stakeholders.
- Ensure all data relating to task orders is accurate, Power Bi is kept up to date and as current as possible
- To take requests for extra or remedial works and turn these into small works estimates to the end client.
- Enquiries may come from Engineer Service Sheets, Contract Managers or the clients directly. These will be priced and submitted to the client in a timely and efficient manner.
- Management of the clients Task Order Process tracking documents.
- Management of the task order process from initial client instruction to operational sign off & financial invoicing of completed works.
- Liaison with all Sodexo operational teams for final sign off all Task Order works.
- Liaison with all University of Greenwich management teams for final sign off all Task Order works.
- Support the Head of Projects as and when required and during peak times throughout the year.
- Support Sodexo GSPM requirements.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY24:	£20 m	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						

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. 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.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Controlling works and contractors, ensuring best practice Health and Safety.
- Manage risks, set out any identifiable risks, share with management team and allocate appropriate Risk owners.
- Managing Task Order process with multiple project & operational teams.
- Ensure works meet all legal and compliance regulations.
- Managing multiple work streams.
- Supply chain management.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Management of the Task Order process.
- Management of client contingency process & reporting.
- Management of quotation collection process.
- Evaluate and clearly understand the details and requirements for each estimate, attend site visits where necessary and provide tender evaluation in line with current processes and strategy prior to estimation.
- Estimate the costs; labour, materials and sub-contractors required to achieve the specification, calculating any adjustments for overheads, profit, life expectancy cycle and contingency,
- Provide estimates on the completion of the project including milestones and completion rates through continual review.
- Obtain sub-contractor costs and evaluate the prices, negotiating with contractors and sub-contractors as required to provide meaningful costs in the agreed timeframe.
- Through continual review of the tender document, be responsible for any changes from the original specification including preliminary pricings, time scales and any other changes as requested.
- Raising, issuing, and receipting of Purchase Orders.
- Project administration.
- Keep up to date, all estimating packages including, Templates, tender logs etc.
- Keep up to date with the latest estimator techniques and procedures.

#### 6. Accountabilities – Give the 3 to 5 key outputs of the position

- Lead the end-to-end process of task order management.
- Support the Head of Projects to identify commercial opportunities.
- Be the conduit between projects and operations to ensure a seamless task order process.
- The post holder will operate as a collaborative member of the management team, ensuring that accurate information is produced to strict deadlines, analysing weaknesses and developing corrective action.

#### 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Requiring a good understanding of FM services within a university environment
- An excellent eye for detail
- Customer Focused
- A quick learner with the ability to self-motivate.
- Analytical but ability to think beyond or around a process.
- Good IT skills including Word and Excel
- Good time management and organisational skills are essential.
- Able to communicate effectively with key internal and external stakeholders.
- Able to follow key management processes.

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	

#### 9. Management Approval – To be completed by document owner

Version	1	Date	21.10.24
Document Owner	Anthony Ballard		