

Job Description: Project Manager (Hard FM – M&E Bias)



Function:	Property
Job:	Project Manager (Hard FM – M&E Bias) (Grade H1)
Position:	
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Technical & Projects Director
Additional reporting line to:	
Position location:	Aberdeen

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

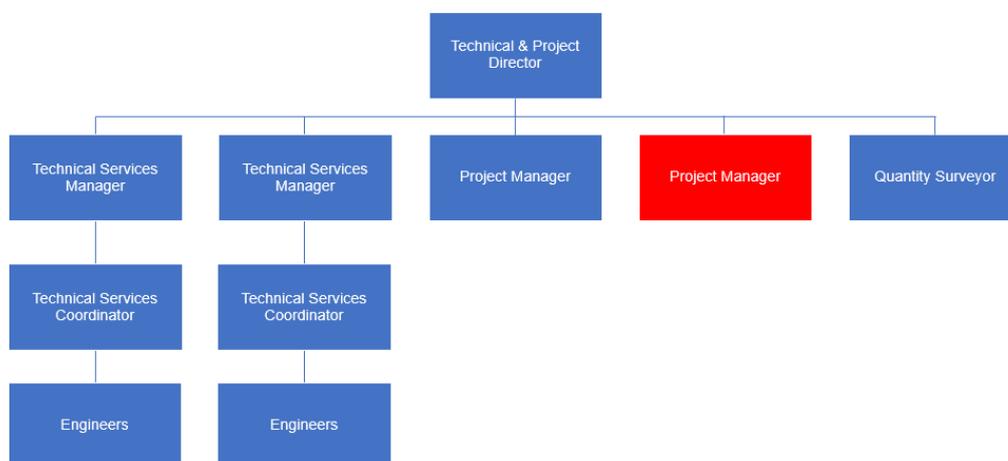
- Scope, tender, plan and manage construction projects within various Energy & Resources contracts throughout the UK&I
- Deliver projects that meet statutory legislation and follow industry good practice

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 FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪

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.

- Review project scope and manage the project delivery challenges ensuring construction/engineering best practice is followed, risk is recorded and managed, Health and Safety procedures are followed
- Delivery of projects to meet budget and time constraints
- Stakeholder engagement and cooperation including supply chain and client representative to ensure the most appropriate technical solutions are implemented at best value
- Influencing change without authority
- Drive consistency and engineering best practice, championing continued improvements.

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

- Review project requests, analyse information and comment on feasibility and deliverability, manage expectations
- To control all aspects of project delivery, liaising with; clients, end users, accounts, operations and senior team colleagues
- Ensure adherence to process and governance
- Build professional relationships with all stakeholders, delivering effective communication including advice, review, contribute to management and team meetings and formal or ad-hoc reporting as appropriate
- Manage project documentation and deliver quality operation and maintenance information at handover
- Provide reporting to the internal and external stakeholders
- Ensure that all processes – are followed by the delivery teams to ensure contractual and statutory compliance.
- Establish a robust and trusting relationship with the central UK projects team.

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.

- Project programmes managed and delivered that support the wider account objectives and contract deliverables
- Line management responsibility or supplier management of all pre-construction activity
- Project risk; design, cost, compliance considered, reported and mitigated
- Develop an effective and structured relationship with both internal and external clients/suppliers

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

- Good level of technical knowledge in Technical Services
- Experience within a facilities and construction environment
- Proven experience of Project and Change Management
- Effective organisation, co-ordination and planning
- Experience in the management of multi-disciplinary supply chains
- Proven ability to effectively lead, develop and motivate a team to deliver a variety of services to a consistently high standard

- Advanced IT skills using Microsoft Office applications
- Excellent written, verbal communication
- Engineering or project management competence with NVQ level 6 or equivalent qualifications
- Mechanical & Electrical Engineering qualifications

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

Being resilient – Level 3	Qualified in an engineering or project management qualification equivalent to NVQ level 6 or above
Collaborates – Level 3	Courage – Level 3
Ensures accountability – Level 4	
Communicates effectively – Level 4	
Persuades – Level 4	
Decision quality – Level 3	
Optimises work processes – Level 3	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			