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| Function: | Supply Management Sodexo Live! |
| Position:  | **Commercial Projects Manager**  |
| Job holder: | Vacant |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Commercial Projects Director |
| Additional reporting line to: | Food Innovation Director |
| Position location: | Home worker |
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| 1. Purpose of the Job – State concisely the aim of the job.
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| * Conduct analysis of food related cost base of the segment
* Monitor business specific supply chain channels to ensure pricing is continually monitored and appropriate authorisations are in place
* Oversee and manage the gathering of data from business specific suppliers to maintain the integrity of the DRIVE solution, along with PPDS and Calorific reporting requirements etc
* Monitor and leverage best price and best value SKU’s from core supply to suit the entire segment.
* Identify, recommend, and manage business specific Sodexo Live! supply chain where food philosophy or client needs dictate requirements.
* Capture, monitor and manage client and Sodexo led sponsorships, to ensure we are leveraging top and bottom line benefits from new and existing contract opportunities.
* Develop, deploy, continually improve and integrate processes, systems and tools, contributing to the safe, efficient and innovative design and delivery of services at predictable and competitive cost and quality.
* Increase margins and make Sodexo more competitive by optimizing labour, food and materials costs in our operations.
* Support growth with existing clients through contributing to retention and cross selling, and with new clients from bid support to site mobilization
* Support Commercial Projects Director and Food Innovation Director as required
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| 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. SV to complete |
| Food and FM Spend FY13: | €tbc | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | SO Workforce : | tbc |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in SO | tbc |
| Cash conversion: | n/a |
| Characteristics  | * Member of the Regional Service Operations Leadership team
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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.FoodInnovation Director  |

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| 1. **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.
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| * Ensure appropriate segment led governance of business specific supply chain
* Monitor pricing activity of business specific and sponsor led supply chain to ensure inflationary pressure is managed
* Support the delivery of our promise in our food philosophy
* Drive innovation and continuous improvement by leveraging our Supply Management, Information, Communication & Technology (ICT), Health, Safety & Environment (HSE), and our food service experts to identify and share best practices across our sites.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Supply Manage value creation in Sodexo Live!*** Deep dive and find additional bottom line profits that are being overlooked.
* Source materials (food, drink, products, consumables) and sub contracted services on the basis of clear specifications from Food Innovation Director
* Maximise our segment PI opportunities at a SKU level.
* Work with BD team to implement clear strategies for new or potential business.
* Develop logistic solutions, captures supplier innovation and support promotions to foster growth
* Position Supply Management as key contributor to Sodexo Live! social responsibility progress
* Ensure product safety and traceability as well as vendor risk management (subcontractors)
* Communication with internal stakeholders, clients and customers regarding Supply Management contribution to value creation
* Contribute to Service Operations Performance through sourcing agreements (products, services, logistics solutions) that meet the standards defined by the Food Philosophy and in alignment with Sodexo Live! strategy
* Ensure participation to and implementation of the region/global/international categories in the segment

**Implement Supply Management policies*** Ensure that practices across the segment are region aligned with food philosophy, strategic direction and core corporate aims

**Critical support to Supply Management function in the Segment*** Follow adequate governance processes to ensure compliance with Supply Management mandates
* Ensure consistency and efficiency of processes, applications and data throughout the segment

**Develop a 3 to 5 year financial plan*** Develop a first year detailed budget
* Build on first year budget to develop long-range financial forecasting
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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. |
| * Deliver the Quality of Life Core Principles
	+ Being able to demonstrate the positive impact we have on our food philosophy
	+ Work to clearly defined KPI’s to measure achievement of delivering our strategy
	+ Use the food philosophy as a blueprint for designing offers, services, solutions and processes for our clients and our internal business
	+ Create value through our offers which will be designed based on segment specific client and consumer insights, deliver KPI’s to measure achievement of outcomes
	+ Measure outcomes through a tool that demonstrates outcomes and value created for Sodexo and all our Clients through a dashboard for internal and external reviews
* Established targets linked to Sodexo Live! business plan delivered for the segment:
	+ Materials, drink and food costs savings
	+ Predictable value (improvement over time on Service Line GP; gap between target and actual costs)
	+ Number and value of promotional deals negotiated
	+ Supply chain compliance: purchases only from approved vendors; traceability of food and materials
	+ Supply Management budget controlled, managed and optimized)
* Implementation of an integrated Supply Management operating model across the segment to the agreed plan
* Measurable results on Net Cost to Deliver (Cost/Quality/Service/Innovation)
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