

Job Description:   
Global Strategic Account PMO (Project Management Officer)

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| Function: | | | | Global Strategic Accounts | | | | | | | | |
| Job: | | | | Global Strategic Account PMO (Project Management Officer) | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Global VP for Projects and Construction | | | | | | | | |
| Position location: | | | | No Fixed location | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * This role will provide a central PMO support to all agreed GSA accounts and their Project Managers. This will include managing all aspects of Project Management training required, mainly the Project Management Framework (PMF) and deployment of the Global Sodexo Project Management (GSPM) tool. * They will set standards and best practice, as defined and in line with the PMF and the guidance provided by the Global Centre of Excellence. * They will ensure GSA alignment to Sodexo's Global Project Management approach and standards. It will be their responsibility to share best practice and they will do this through collating and sharing learning for the benefit of other areas and/or projects and Programmes. * They will mentor and coach their PM community as needed, where there are skills gaps or new processes to be rolled out. They will also report any lessons learned back to the Global COE for sharing with other Regions across the Globe. | | | | | | | | | | | | |
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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. | | | | | | | | | | | | |
| 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 | |  | | | | | | | | | | |

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| 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. |
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| **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. |
| * Drive the deployment of the PMF & the Global Sodexo Project Management (GSPM) tool to all Project Manager in Global Strategic Accounts. * Work with regions and countries to identify and assign Project Management SME's and support them to drive the continued deployment of the PMF and the GSPM locally. * Support Global Strategic Accounts in their development of their Project Management strategies agreeing and supporting the implementation of the roadmaps to achieve the objectives in the GSA strategies * Support the response to GSA RFP’s where project management is a key service or deliverable. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Work as part of the Global Strategic Accounts PMO team on the deployment of the PMF to all GSA's who provide project management services, in accordance with the agreed GSA strategy, and support the client project management teams in the use of the GSPM tool. * Adapting when required on line and face to face training materials to support GSA Project Managers. * Working with clients to understand their methodologies and how they will work alongside the PMF. Producing client specific trainings that merge the Sodexo PMF with Client methods and processes. * Requesting specific requirements for the GSPM tool when client requires additional features, ensuring their fit with standardisation strategies. * Plan and deliver deployment training to Global Strategic Accounts, both face to face and online as required. * Provide tender support for strategic tenders within Segments and Business Units * Work in collaboration with the CoE team to develop client specific training requirements and training solutions aligned where possible to the PMF. * Support the GSA teams in their conversation with clients and provide project management support for strategic contracts * Be the technical expert of the GSPM tool for the GSA Project Teams, facilitate on-going improvements and communicate updates to the GSPM user community. |

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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 Global VP for Projects, the candidate will help to drive the deployment of the PMF to improve project management capabilities on our Global Strategic Accounts. * Accountable for measuring and reporting on the PMF deployment to GSA's and capturing and sharing results with the business, including the uptake and completion of training, the uptake and usage of the GSPM tool. * Support the segments to improve sales growth through the execution of new projects and contracts * Provide real time reporting on usage of the GSPM tool in GSA's * Accountable for the proactive support of Project Management SME’s in GSA's * Accountable for user engagement success of the GSPM tool in GSA's. * Define and collate the Key Performance Indicators (KPI’s) and reporting of capability assessments |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Qualifications in Project Management (i.e. APMP, PMI, Prince 2 etc.) * Experience of deploying and supporting a global business process and tool. * Experience in building, maintaining and enhancing professional networks to deliver change. * Experience of working with project management tools, processes and best practice techniques * Experience training groups of resources in the use of a new tool * Understanding of differing Project Management Methods and processes, including waterfall and agile. |

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| 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 * Business Consulting * Commercial Awareness |