

Job Description:
Global Project Management Centre of Excellence (CoE) Lead

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| Function: | Global Service Operations – Project Management |
| Position:  | Global Project Management Centre of Excellence (CoE) Lead |
| Reporting line to: | Global VP for Projects and Construction |
| Position location: | Global Role – Home Based |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| This role will drive the deployment of the PMF & the Global Sodexo Project Management (GSPM) tool to regional and country platforms. Developing and managing any PMF or GSPM training materials, documents, processes, templates globally. Ensuring any GSPM enhancements, bugs or improvements required are reviewed and aligned as standard as possible through internal processes. Supporting PMO's on any PMF areas and GSPM implementation for all regional and country groups, ensuring continuous improvement and best practise.  |
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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  | * Support the response to RFP’s where project management is a key deliverable.
* Strong administrative experience of working in a structured manner towards tight deadlines.
* Excellent oral and written communication skills as well as excellent presentation skills with ability to conduct presentations to groups.
* Previous deployment and training experience of a standardised business system and or business IT tool.
* Exposure to/understanding of configuration and change management is required.
* Ability to build a strong, broad global working network across Sodexo.
* Strong relationship building and interpersonal skills.
* Experienced user of MS Office toolset (Word, Excel and PowerPoint).
* Experience of using Project Management Tools and the ability to apply relevant project management processes to the tool used.
* Highly motivated and demonstrating a “can do” and hands on” attitude.
* Ability to work independently and self-manage.
* Flexibility to travel in Asia, Australia, India, USA, South America, Middle-East, Africa and Europe.
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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.Draft. Version: 27-03-2014 |
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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 regional and country platforms.
* 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 Regional and Country Service Operations Teams in their development of their Project Management strategies agreeing and supporting the implementation of the roadmaps to achieve the objectives in their approved strategies.
* Support the response to RFP’s where project management is a key 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 Service Operations Centre of Excellence (CoE) team on the global deployment of the PMF, in accordance with agreed deployment strategies, and support the region/country based GSPM users.
* Managing the creation and assisting with the production of online training materials to support project managers across the globe.
* Plan and deliver deployment training to new user groups globally, both face to face and online as required.
* Support the PMO by configuration, change and actions management of the project management architecture and act as the first point of contact for any project management standards/documentation requests across Sodexo.
* Work in collaboration with the global, Regional, Country, Account (etc.) teams to develop and continually improve training requirements and training solutions for the PMF.
* Manage the support of the GSPM tool from support request through to close out.
* Be the technical expert of the GSPM tool, manage on-going improvements and communicate updates to the GSPM user community.
* Train regional and country SME’s to deliver further training of the PMF & GSPM tool.
* Continue to develop the capability of the GSPM tool to deliver an end to end project, programme and portfolio management solution.
* Manage the communications activities related to the PMO & PMF activities, ensuring that communications plans at group and region/country levels are implemented to support the global deployment of the PMF.
* Manage and continuously update Ok Doc, Yammer and the Global Teams SharePoint.
* Document the CoE Project Management business processes, templates, (including PMF Materials, GSPM Materials, Trouble shooting, reference guides etc.) are kept updated.
* Be the technical expert of the GSPM tool, manage on-going improvements and communicate updates to the GSPM user community.
* Support training events on the PMF & GSPM tool.
* Assist with the compilation of PMF project reports, presentations and other communications collateral ensuring adherence to company standards.
* Support use of the GSPM, including the use for risks, changes issues etc in the GSPM registers recording of project records (e.g. correspondence, meeting minutes, actions logs) and the management of the GSPM SharePoints.
* Provide general support for the PMO team members, as required.
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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 global deployment of the PMF to improve project management capabilities in Sodexo.
* Accountable for measuring and reporting on the PMF deployment and capturing and sharing results with the business, including the uptake and completion of training, the uptake and usage of the GSPM tool.
* Provide real time reporting on usage of the GSPM tool.
* Accountable for the proactive support of Project Management SME’s.
* Accountable for user engagement success of the GSPM tool.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Qualification in Project Management (i.e. APMP, PMI, Prince 2 etc.)
* Proven and extensive experience applying Project Management methodologies and tools, including waterfall and agile
* Strong presentation skills and highly cable of representing Sodexo with both internal stakeholders and external clients
* Experience of deploying and supporting a global business process and tool
* Knowledge and understanding of Risk Management
* Change management experience; building, maintaining and enhancing professional networks to deliver change
* Exceptional stakeholder management skills with the ability to influence and inform across a range of cultures and countries
* Experience of working with project management tools, processes and best practice techniques
* Proven track record training groups of resources in the use of a Project Management tool
* Knowledge of Microsoft Dynamics 365 would be advantageous but not essential
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