

# Job Description: Project Manager - Health & Care



Function:	Health & Care
Position:	Project Manager
Job holder:	New role
Date (in job since):	Not applicable
Immediate manager (N+1 Job title and name):	Head of Projects
Additional reporting line to:	
Position location:	Queens Hospital

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

Reporting directly to Head of Projects, the role holder will be responsible for the planning and coordination of complex projects or a set of related projects, to manage their interdependencies in support of specific business strategies and objectives.

The maintenance of a strategic view over the set of projects, providing the framework for implementing business initiatives, or large-scale change, by conceiving, maintaining and communicating a vision of the outcome and associated benefits.

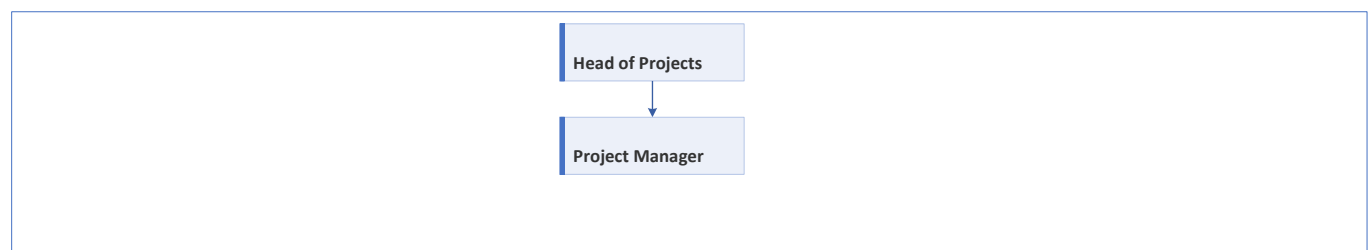
Agreement of business requirements, and translation of requirements into operational plans. Determination, monitoring, and review of scope, costs, and schedule, resources, inter-dependencies and risk.

## 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 FY26:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a
	EBIT margin:		Outsourcing growth rate:	n/a
	Net income growth:			
	Cash conversion:			

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.

- Clear understanding and deployment of the PFI Project Agreement and all relevant schedules.
- Certified in, or conversant with Iso 55001
- Certified transfer of accurate new technical data from the Equans Lifecycle and MUFT Capital Projects workstreams into the Active Plan (PIM), and descoping of retired assets & location in the CMMS (Maximo)
- Production of SOPs/LOPs/workflows to support the efficient operation of the role and company objectives.
- Key stakeholder in site “all parties” working groups.
- Prioritizing personal daily workload in relation to various projects running concurrently at different stages.

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

- Initially, the role will be to assist in the project delivery of multiple ED transformation projects across the Queens site for the next 3 years.
- Specifically manage project deliverables CAPEX, OPEX and quality.
- Strictly adhere to the Sodexo commercial checklist and process prior and during the project phases to ensure Sodexo compliance is achieved.
- Work with systems such as Active Plan and Bolster to ensure we are up to date with our contractual obligations.
- Work collaboratively or autonomously to produce all necessary documentation, management and successful completion of a portfolio of projects including large complex projects or a set of related projects / programme, typically with significant business, strategic, or high-profile impact, and high-risk dependencies.
- Proactively manage and work with your stakeholders to mitigate risks & issues that may jeopardise successful delivery, escalating where necessary
- Identify the required project resources and be “the conduit” between clients, the client’s SME team, Sodexo SME’s, operations & business development.
- Provides effective leadership when required and to take appropriate action where team performance deviates from agreed tolerances.
- Ensure transparency of performance and governance is applied from the outset of programme / project assignments through to conclusion and operational handover
- Select methods and tools, ensuring that effective project control, change control, risk management and testing processes are maintained.
- Monitor and control resources, revenue and capital costs against the project budget and manage expectations of all project stakeholders
- Maintain project/change and project files
- Assist with the compilation of project/change reports.
- To support the bid team when tendering for new business and act as the SME for mobilisations and change management projects
- Expected to adhere to all Sodexo Policies
- Undertake other tasks as directed

**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.

- Maintain and or improve stakeholder relationships
- Completion of all activities to contractual timescales
- Management and compliance with HTM's, HBN's and relative regulations
- Communication, Responsibility, Engagement and Clear Direction
- Authentic Leadership skills

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

### Essential

- Holds a professional qualification (Prince2 or PMI or studying to achieve).
- At least 2 years' experience in a full Project Management role.
- Excellent interpersonal and communication skills.
- Demonstrates strong planning and organising skills.
- Good knowledge of best practice & standards such as ITIL, SDLC, ISO9000, ISO27001
- Experience of providing support in a large corporate environment and of working with customers at all levels.
- Excellent communication skills both verbal and written, including skills in hosting demonstrations and training.
- Demonstrable experience of forward planning, problem solving, analytical thinking, providing solutions via email, telephone and face-to-face.
- Experience of working with IT staff from front line to developers, and clients from SME to end users and business managers.
- Experience in customer requirements analysis and translating to operational and functional specifications

### Desirable

- Educated to degree level or equivalent
- Good team worker but able to work under own initiative
- Full Driving License and valid passport
- Understanding of Business costs and efficiencies
- Understanding of Software life-cycle
- Security Clearance (May need to obtain SC security clearance)

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

- Employee Engagement
- Brand Notoriety
- Rigorous management of results
- Growth, Client & Customer Satisfaction / Quality of Services provided
- Change and Innovation
- Team ethical behaviour, working closely with peers and leadership in an open and transparent way.

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

Version	1.0	Date	June 2026
Document Owner	SA		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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