

**Job Description:**

**BIGS - Growth Support Project Manager**

|  |  |
| --- | --- |
| Function: | Business Improvement; Growth Support (BIGS) |
| Position:  | BIGS - Growth Support Project Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | TBC |
| Additional reporting line to: | N/A |
| Position location: | TBC – Salford/Stevenage/London |
|  |
| 1. Purpose of the Job – State concisely the aim of the job.  |
| * The Growth Support Project Manager (PM) leads cross-functional teams to manage strategic bidding projects, ensuring that global processes and standards for mobilisation (2.4) are followed. This role is responsible for the delivery of each project stage, from contract design to mobilisation and stabilisation, ensuring adherence to deadlines, financial goals, and client’s contractual obligations.
* Additionally, the Growth Support PM will identify risks and opportunities during the tender stage to enhance the competitiveness of proposals and ensure financial targets are met. The role also supports the standardisation and continuous improvement of contract design and mobilisation practices across various segments.
 |

|  |
| --- |
| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Support strategic bidding projects by applying global standard for mobilisation (2.4).
* Manage cross-functional teams, ensuring delivery of key project milestones on time and within financial and operational parameters.
* Support contract design and costing stages to ensure alignment with operational needs and customer expectations.
* Lead weekly meetings to monitor project progress, ensuring deadlines and financial goals are met.
* Conduct risk and opportunity assessments throughout the bidding and mobilisation processes to enhance project outcomes. *This level of support may vary depending on segments’ demand and resources’ availability.*
* Participate in site visits during the bidding process, facilitating the engagement and support to the commercial and operations teams.
* Document and track the progress of all projects under your responsibility according to the SDX Key processes.
* Provide training on global processes and best practices for contract design and mobilisation to ensure consistent project execution.
* Maintain a focus on Health and Safety, applying standards, procedures, and guidelines across all activities.
 |

|  |
| --- |
| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * This role involves managing complex projects within tight timelines, requiring coordination across multiple teams and departments. The Growth Support PM must ensure adherence to global standards and best practices while identifying risks and opportunities to drive both operational and financial success. Key issues include managing resource allocation, ensuring timely delivery, and maintaining compliance with health and safety standards.
 |

|  |
| --- |
| 4. 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. |
| * Lead the design and implementation of project plans, ensuring alignment with client and internal requirements.
* Drive project teams to meet key milestones while maintaining a focus on risk management and financial objectives.
* Collaborate with stakeholders across commercial, operational, and technical teams to ensure integrated and successful project delivery.
* Monitor project profitability during and after mobilisation, ensuring that financial goals are achieved.
* Deliver high-quality documentation for each project stage, ensuring compliance with internal and client requirements.
* Ensure that health and safety protocols are adhered to throughout project mobilisation and delivery.
 |

|  |
| --- |
| 2. 5. 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. |
| * Number of people trained in Mobilisation (2.4).
* Number of projects with PEM (Project Evaluation Metrics) classified as Complex, Must Win/Must Retain.
* Profitability of new operations during and after mobilisation.
 |

|  |
| --- |
| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| **Essential:*** Bachelor’s degree (or equivalent) in project management or finance.
* Strong experience in project management, including design of commercial proposals and contract analysis.
* Strong experience with mobilisation and process improvements within multinational organisations.
* Proficiency in Lean/Operational Excellence methodologies.
* Intermediate to advanced knowledge of Excel, SalesForce, and Power BI.
* Strong organisational skills, with the ability to manage multiple priorities and stakeholders.
* Proven leadership skills, with experience in managing cross-functional teams.

**Desirable:*** Postgraduate qualifications (MBA or specialisation in Project Management).
* Experience with Integrated Facilities Management (IFM).
* Familiarity with global processes and standards in contract design and mobilisation.
 |