

Job Description: Contract Administrator



Function:	Universities
Position:	Contract Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Interim Partnership Director
Additional reporting line to:	
Position location:	University of Greenwich, Avery Hill based with flexibility to cover at Greenwich & Medway Campuses. (Site based)

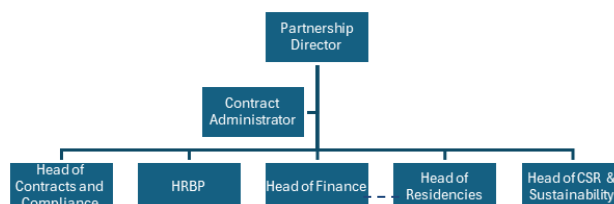
1. Purpose of the Job – State concisely the aim of the job.

- This is an exciting opportunity to work within a dynamic Facilities Management team on a varied university estate. The role will provide high-quality administrative support to the Partnership Director and the wider leadership team, ensuring the smooth day-to-day running of departmental activities and ensuring the effective coordination of contract meetings and communications.
- In addition, the postholder will be responsible for the management and coordination of the vehicle fleet, maintaining accurate records, ensuring compliance, and supporting the smooth operation of fleet services.
- Acting as a key point of contact, the role will help ensure the Partnership Director and wider team are fully supported in delivering a professional and well-organised service.

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:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
	Net income growth:	tbc						
	Cash conversion:	tbc						

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.

- The role requires balancing a wide range of administrative and tasks in support of the Partnership Director, including diary management, meeting coordination, and preparation of documents, while also ensuring accurate follow-up on actions and deadlines.
- Managing conflicting priorities and responding quickly to changing demands is a key challenge, requiring excellent organisational skills, discretion, and the ability to maintain confidentiality at all times.
- In relation to fleet management, the role must ensure all vehicles are maintained, serviced, and compliant with relevant legislation, company policies, and health & safety requirements. This includes keeping accurate records, monitoring usage, and coordinating with internal stakeholders.
- The jobholder must maintain strong working relationships with internal teams, client representatives, and external suppliers, ensuring professional communication and resolution of issues in a timely and efficient manner.
- Attention to detail is critical to avoid errors in records, scheduling, or compliance, as inaccuracies could have operational, financial, or reputational impact.

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

- Support the preparation of reports, presentations, and correspondence on behalf of the Partnership Director.
- Monitor and follow up on agreed actions from meetings, ensuring deadlines are met and updates are clearly communicated.
- Provide administrative support to the wider team as required, contributing to the smooth delivery of services across the contract.
- Maintain confidentiality and always handle sensitive information with discretion.
- Maintain and update internal systems to ensure data is accurate and up to date.
- Proactively identify opportunities to improve administrative processes and introduce more efficient ways of working.
- Oversee day-to-day management of the vehicle fleet, maintaining compliance records, tracking usage, and liaising the drivers, managers and internal stakeholders. Ensure all fleet operations comply with legal, contractual, and company requirements, including insurance, road safety, and health & safety obligations.
- Provide regular reporting on fleet performance, usage, and compliance status to support management decision-making.
- Undertake any other reasonable administrative duties to support the Partnership Director and contract objectives.

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.

- Effective support to the Partnership Director – Ensure the Director's time is optimised through proactive diary management, accurate documentation, and timely follow-up of agreed actions, enabling them to focus on strategic priorities.
- Professional communication and coordination – Act as a reliable point of contact for internal and external stakeholders, ensuring consistent, accurate, and timely communication that supports strong working relationships and upholds Sodexo's reputation.
- Contribution to contract performance – Provide high-quality administrative support that enables the smooth delivery of services across the contract, contributing to overall client satisfaction and operational success.

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

- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills, with the ability to draft correspondence and reports to a high standard.
- High level of attention to detail and accuracy in all administrative tasks and record-keeping.
- Ability to work independently, use initiative, and exercise discretion and confidentiality.
- Strong interpersonal skills with the ability to build effective working relationships at all levels.
- Competent in diary management, minute-taking, and meeting coordination.
- Proficient IT skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and the ability to learn and use internal systems effectively.
- Problem-solving skills with a proactive approach to improving processes and resolving issues.

Knowledge

- Understanding of effective office administration and PA practices.
- Awareness of data protection, confidentiality, and compliance requirements.
- Knowledge of fleet administration, including vehicle servicing, insurance, and compliance, is desirable.
- Familiarity with health & safety obligations relevant to office and fleet management (advantageous but not essential).

Experience

- Proven experience in an administrative or PA role supporting senior managers.
- Experience of managing diaries, coordinating meetings, and producing accurate documentation.
- Previous experience in maintaining accurate records, databases, and filing systems.
- Experience of working in a fast-paced environment with changing priorities.
- Experience of fleet administration or logistics coordination (desirable).

Personal Qualities

- Professional, approachable, and adaptable.
- Reliable and self-motivated with a strong sense of responsibility.
- Team player who contributes positively to a supportive working environment.
- Flexible and able to respond to the changing needs of the business.

9. Management Approval – To be completed by document owner

Version	1.0	Date	17/09/2025
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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