

Job Description: Lifecycle Project Manager

Function:	Hard FM Technical Services
Position:	Lifecycle Project Manager
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	Business Director
Position location:	Hereford County Hospital

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

You will be responsible for ensuring we provide a safe environment suitable for the patients, visitors and Staff that use the building. In addition, you will ensure that the Trust has an efficient, responsive, comprehensive, effective and high-quality Estates Service. This will be achieved by adhering to and delivering the contractual and KPI requirements set out in the project agreement.

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

- To support the production and supply to the client a one- and Five-year plan for all Life Cycle elements
- To manage the yearly site survey (condition B) of the Life Cycle elements for the purpose of the Life cycle plans.
- To produce and implement the plans as per the contractual requirements and in line with Life Cycle budget.
- 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

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.

- To lead and liaise with all parties for the scope of works/specifications of proposed projects.
- To produce specifications/drawings and communicate these with contractors for tenders and costing.
- To review tenders and produce costing packages for a Trust presentation.
- To review and calculate all costs for all additional works before being installed for any future implications for extra services to the Maintenance programs and Life Cycle elements.
- To project manage projects from conception to sign off and final accounts.
- To liaise with the Trust, contractors and in-house team for access and isolations of projects.
- To have experience in budgetary control of pay and non-pay expenditure.
- To be responsible for budgets and regular budget reports.
- To be responsible to regularly update status reports on all projects for review by all parties.
- Fully aware of relevant Health and Safety and general legislative matters.
- Fully aware of Risk Assessment and Method Statements and techniques.
- A detailed appreciation of Health Technical Memorandums (HTM) and relevant Codes of Practice and Regulations across all services and disciplines.
- Fully experienced and with a strong understanding of the Construction Design Management Regulations (CDM).
- To review and authorise contractors' documents.
- Responsibility for a service activity/ working group for ensuring compliance with all relevant Health and Safety legislation, Sodexo Zero Hard Culture, and site-specific health, safety and welfare policies.
- Must have excellent commitment, motivation, and vision.
- Excellent communications skills, both written and verbal.
- Numerate and computer literate.
- Excellent personal communication skills
- Maintain formal and informal communications with Trust Managers related to service activities/working group.

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.

- Performance Standards
- Building Compliance (HTM's)
- Management of sub-contractors and specialist services and the in-house management team
- Financial Budgets
- PFI Contractual restrictions

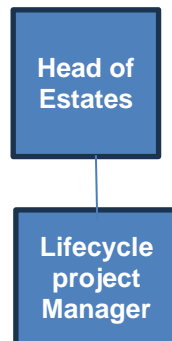
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- TBC

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Mechanical, Electrical, or similar City & Guilds Qualification
- ONC, HNC or similar
- HTM awareness
- Sound knowledge of the CDM Regulations
- CAD or similar programme knowledge
- Sound knowledge of Legionella prevention and management
- Sound Knowledge of Energy Management
- Sound Knowledge of Health & Safety
- Sound Building Management System Knowledge
- A customer/client facing attitude and excellent people management skills.
- Experience in managing, coaching, and influencing individuals and teams.
- Must satisfy a DBS check and Health check.
- Good communication skills with the mental agility to ‘think on feet’ and provide convincing practical solutions.
- Intelligent approach of performance monitoring
- Proficient IT skills, including Excel, Word & Microsoft office

7. **Organization chart** – Indicate schematically the position of the job within the organization. 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.



Levels

	▪
--	---

Received:

Date:

Date:

Job holder

Immediate Manager