

Job Description: Projects Manager

Function:	
Position:	Projects Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior Projects Manager
Additional reporting line to:	
Position location:	Shell Centre London

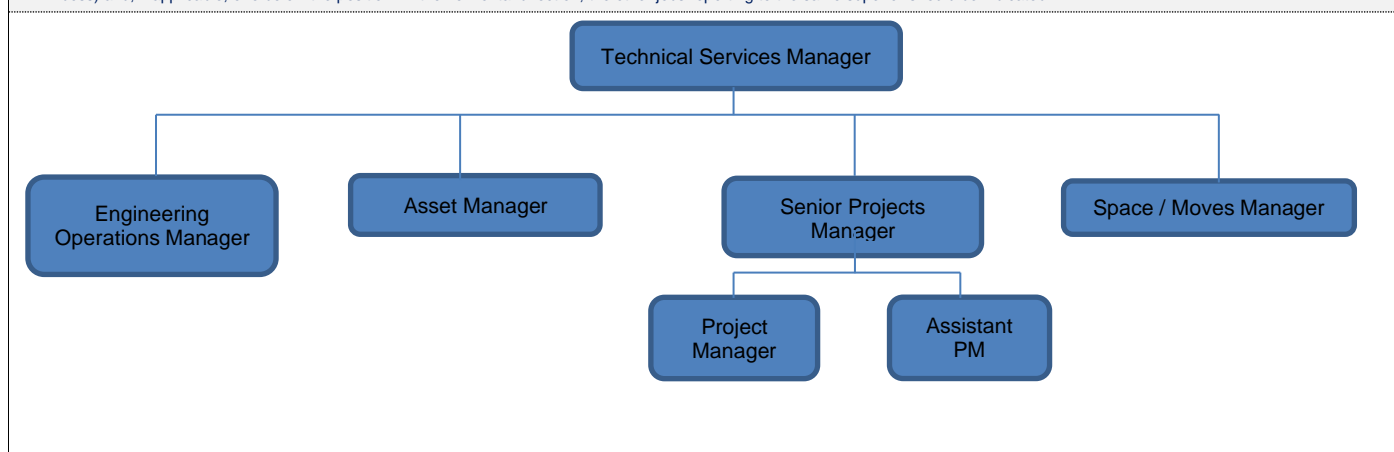
1. Purpose of the Job – State concisely the aim of the job.

- Responsible for delivery, change and financial management of lifecycle/asset replacement /other projects. Supporting the Senior PM in the financial performance of the project pipeline and all associated commercial requirements of the contract with regards to project management and delivery. In addition, deliver projects, variations, opex/ capex works ensuring targets are delivered. Manage and deliver technical services projects change management processes.

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			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		<ul style="list-style-type: none">▪ FM Contract base Value▪ Responsible for project and lifecycle delivery▪ Set up contractual agreements for project related activity and manage sub-contractor spend▪ Support and coach assistant PM							

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.

- Manage evolving budgetary targets for project related activity
- Develop new innovative methods/processes to maximize controls ensuring stringent cost regulation.
- Support Senior PM in developing new team ensuring greater understanding of commercial management throughout.
- Provide effective client management to allow for successful growth of the department.
- Manage change and achieve best value on contractor spend within projects domain, exploring all opportunities and successful negotiation.

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

- Supporting the Senior PM in the financial performance of the project pipeline and all associated commercial requirements of the contract with regards to project management and delivery, addressing the commercial requirements of project contracts as required
- Ensure all contractual correspondence eg Tender documentation /Evaluations, Payment applications are produced to enable project delivery to time and budget.
- Latent defect management,
- Liaise with client commercial teams to discuss progress, applications, variations, claims, and final accounts as applicable.
- Achieve close control of all costs, optimise project's working capital performance costs and organise timely collection of cash.
- Conduct project reviews and highlight risks and opportunities early.
- Manage sub-contractor costs and payment certification for project related activity and maintenance suppliers when required working with purchasing to optimize supplier performance and sub-contractor costs.
- Resolve disputes.
- Support Senior PM in developing commercial strategies for pursuing new works opportunities including preparation of contract cost budgets.
- Development and maintaining supply chain procurement for project type activity contracts
- Manage Defect interface procedure
- Guide and mentor assigned project colleagues.
- Stay abreast of professional developments in the field of Project management ,Change control, Commercial management
- Resolving contractual commercial problems.
- Discovering areas that not in-keeping with regulation practices.
- Offering direction and instruction.
- Commercial risk assessment.
- Reviewing and developing project processes and process flows.
- Ensuring that all stakeholders understand and adhere to contractual obligations.

- Ensuring that the financial aspects and impact of a contract are clear to all parties.
- Overseeing financial KPI's & SLA's
- Management/mentoring/training of team – PM /Assistant PM.
- Negotiation of commercial settlements with client.
- Manage contract amendments.
- Valuation of contract amendments.
- Commercial negotiation of claims between Sodexo and the client.
- Managing the risk of project capex commercial proposals.
- Developing commercial processes and contracts for quoted and capex works.
- Managing forecasts and actual revenue for quoted and project works.
- Working with the Asset Manager and other member of Technical Services to ensure Lifecycle plan is delivered

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.

- Ensure budgets and forecasts are met and exceeded.
- Successfully develop commercial strategy.
- Achieve close control of all costs, optimize project's working capital performance costs and organize timely collection of cash.

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

- Degree qualification desired in Project Management, FM Contracts, Engineering, Building Services.
- Experience of Project Management and RIBA plan of work stage process
- Demonstrated experience in working with standard forms of contract -cost plus contracts, D&B, JCT etc
- Membership of a professional body in a relevant discipline desirable
- IOSH/Nebosh qualification desirable
- Fluency in MS Office and Excel and good PowerPoint presentation skills
- Strong numeracy skills.
- Strong commercial and project management acumen.
- Excellent written and oral communication skills.
- Keen attention to detail.
- Ability to deal and interact with multiple stakeholders.
- Promotes teamwork and diversity.
- Demonstrates growth and customer focus.
- Is self-aware and learner.

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

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Leadership & People Management
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Brand Notoriety 	<ul style="list-style-type: none"> ■ Business Consulting
<ul style="list-style-type: none"> ■ Commercial Management 	<ul style="list-style-type: none"> ■ HR Service Delivery
<ul style="list-style-type: none"> ■ Employee Engagement 	
<ul style="list-style-type: none"> ■ Learning & Development 	

9. Management Approval – To be completed by document owner

Version	V1	Date	03/01/2023
Document Owner			