

Job Description:   
SPV General Manager

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| Function: | | | | Finance | | | | | | | | |
| Position: | | | | SPV General Manager | | | | | | | | |
| Job holder: | | | | tbc | | | | | | | | |
| Date (in job since): | | | | tbc | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Finance Director UK Government | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Flexible (must be able to travel) | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Act as General Manager of 4 PFI Custodial Special Purpose Vehicles contracts (SPV), key liaison between the MOJ, the SPV and Sodexo in all contractual and commercial matters * Provide internal contractual support to 6 Custodial contracts (PFI and Non PFI) | | | | | | | | | | | | |
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| 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. | | | | | | | | | | | | |
| Annual revenue |  | |  | |  |  |  |  |  |  |  | |
| €270m | |  |
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| Characteristics | | * UK prison contract portfolio | | | | | | | | | | |

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| 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. |
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| **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. |
| * Managing complex relationships whilst maintaining personal integrity and professionally managing both Sodexo and SPV contractual interests. * Represent SPV in Authority/SPV Contractual matters (PFI) * Represent SPV in SPV/Subcontractor (Sodexo and Interserve) Contractual matters (PFI) * Liaison with Lenders, and Lenders Technical Advisers in relation to Credit Agreement obligations * Support Sodexo between MOJ and Sodexo in Contractual matters (Non PFI prisons) |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **SPV**   * Responsible for the day to day management of the SPV Companies and report directly to the Board of Directors. * Preparation and submission in a timely manner of reports and information to the Shareholders and Directors of SPV relating to the SPV business on a regular basis. * Preparation and submission in a timely manner of notices, records, consents, reports and any other communications required to be given to the Authority under the relevant project agreements. * Management of the contractual variation process on behalf of SPV. * Acting as interface between Sub-Contractors and Authority on all relevant matters including in respect of changes to the Works or Services, and variations of price * Liaising with Sub-Contractors to ensure any communications required under sub-contracts are supplied in a timely manner. * Liaising with professional advisers of the SPV Companies and Lenders, as appropriate. * Monitor and review Subcontractor Health and Safety Performance, audit compliance of Subcontractors.   **Sodexo**   * Management of the contractual variation process on behalf of Sodexo. * Maintenance of a library of contracts and contractual variations. * Advise on performance and contractual matters to seek resolution, working collaboratively with Sodexo commercial, finance and operational teams. |

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| 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. |
| * All stakeholders are appropriately informed of developments and progress to ensure their ongoing engagement and support for decision making. * Development of strong, sustainable relationships both internally and externally * Learning is shared across the business to determine “best practice” * Subject matter expert for contractual variations process * Attendance at all relevant Board meetings |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| |  |  | | --- | --- | | * Contract Management experience with strong commercial acumen and ability to adeptly apply contractual mechanisms to commercial discussions * Experience of PFI or large complex contracts ideally in the prison and/or wider government sector * Strong interpersonal and influencing skills for managing senior stakeholders across both organisations * Ability to understand complex issues and prioritise actions through to successful resolution. * Ideally an understanding of operational prison environments and health and safety management * Excellent communication skills including a high standard of written reports. |  | |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires | |
| |  |  | | --- | --- | | * Personal and influencing skills | * Driving for change | | * Strategy and implementation | * Intellectual agility and eagerness to learn | | * Leading for excellence | * Focusing on client and customer | | * Builds a network of peers within the industry | * Identifies and engages key stakeholders across the business to enhance overall performance | | * Promoting the brand | * Shares learning across the business to determine “best practice” | | |
| 9. Management Approval – To be completed by document owner | |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | 14/09/24 | | Document Owner | Jo Seaton | | | | |

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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |