

Job Description: Growth Procurement Manager



Function:	Supply Management
Position:	Supply Management- Growth Procurement Manager
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Supply Management Senior Regional Buyer
Additional reporting line to:	N/A
Position location:	Office based – Stevenage 1 day a week- / hybrid

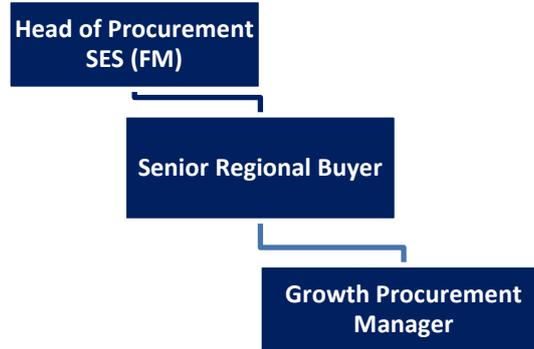
1. Purpose of the Job – State concisely the aim of the job.

- The FM Procurement Growth Manager plays a critical role in strengthening Sodexo’s competitiveness by leading all FM supply chain activity that supports bids, sales, and new business mobilisation. Acting as the primary interface between FM Supply Management and operational segments, the role ensures alignment of strategy, clarity of responsibilities, and seamless delivery of procurement support throughout the bid lifecycle.
- The postholder will shape, influence, and execute FM supplier strategies for small to complex bids—leveraging preferred suppliers, driving competitive cost builds, securing high quality quotations, and fostering strong, value driven supplier partnerships. The role champions efficiency, commercial optimisation, operational simplicity, and maximum benefit from the Supply Management strategy.
- Working closely with Bid Leads, Account Directors, Mobilisation Managers, and FM SMEs, the FM Procurement Growth Manager ensures bids are fully competitive, innovative, and underpinned by clear ownership, timelines, and accountability. The role is responsible for coordinating FM procurement inputs across the Supply Management team, ensuring timely, compliant, and commercially robust quotations supported by detailed scopes, systems readiness, and governance adherence.
- The role will elevate Sodexo’s FM value proposition through strategic deployment of preferred suppliers, consistently reinforcing collaboration, partnership, and ways of working that enhance solution design at bid stage. They will maintain transparent communication of plans, progress, risks, and milestones across stakeholder groups, ensuring momentum and alignment throughout the process.
- A key aspect of the role is embedding agreed category strategies—ensuring supplier solutions, compliance frameworks, and commercial arrangements are integrated into every opportunity. The position also supports clear, two way communication between Supply Management, operational teams, and (where appropriate) clients to ensure expectations are understood and delivery is seamless.
- Finally, the FM Procurement Growth Manager actively upholds Sodexo’s ‘zero harm’ ethos by ensuring rigorous compliance, robust supplier reporting, proactive issue resolution, and vigilant escalation where required, maintaining the highest standards of safety, quality, and governance.

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.

- Financial: None

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.

- To work in conjunction with the Sales and Bid teams and SME (Subject Matter Experts) and have an active role in supporting our Business to grow
- Build and maintain relationships with senior stakeholders in each segment, including those of the Bids and Sales Teams
- To support during the Bid process all aspects linked to the Supply Chain of FM services (Soft and Hard FM)
 - Ensure the Sodexo preferred supply chain is utilised almost exclusively into the new account bidding processes
 - Where there is clients requirement to use new suppliers, be the lead to liaise with the FM Category Manager to ensure full briefing of potential new supplier, including compliance checks to be done at early stage prior to bid submission
- To represent Supply Management particularly the FM function in all required new bids, Clients renewals and growth activities for all segments.
- Escalation route, only, for Supply Solutions for new bids related issues
- Work closely with Head of FM Procurement, Senior Regional Buyer & FM Senior Category Managers to implement sourcing strategies for FM Services, to support the operational business, meet business objectives and achieve financial targets
- Become the go-to-person for FM growth opportunities procurement activities.

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

- Initiation: Develop a clear understanding of the bids requirements, linking to the bids team to define the scope of services to provide as much data to supplier to quote accordingly
- Preparation: Challenge internal teams to gain access to detailed scopes from bids, compile and review asset lists for economies of scale, and lead bids kick-off meetings to ensure readiness and alignment across all stakeholders
- Scope Validation: Confirm and validate the agreed scope with the Bids team to ensure accuracy, feasibility, and alignment with upcoming future contractual and operational requirements
- Request for Quotation (RFQ): Manage the RFQ process, obtaining competitive quotations (including the incumbent supplier and Sodexo FM preferred Supply Chain), ensuring appropriate regional preferred suppliers are selected to provide quotes in line with the FM supplier matrix
- Supplier Negotiation: Lead commercial and contractual negotiations with suppliers to achieve optimal value, compliance, and service outcomes for our bids
- Look for enhanced offering from our Preferred Suppliers on their services to eventually proposed best alternative offer to our Clients within our bids
- Minimise the use of non preferred or non Sodexo listed suppliers
- Handover: Support the move from bid stage to mobilisation, as and when we win new Clients Contracts, working closely with our Procurement Mobilisation Managers, ensuring a structured handover of the quotes obtained at bid stage

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.

- Understand and support Sodexo's drive for growth and improvement in profitability at Segment level and overall at Sodexo
- Ensure the appropriate preferred supply chains are partnered with to support bids and on-going business growth
- Work proactively alongside Procurement teams, on FM category preferred vendor spends to maximise optimum profitability for Sodexo through core compliance purchasing in the bid
- Ensure that the Supplier Data governance processes and protocols are cascaded and adopted throughout the organisation, as might be required
- Work proactively alongside the FM Supplier Relationship Management team to support the continual value generation from the preferred supply chain and efficient ways of working

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

- Graduate calibre with CIPS or equivalent qualification/s
- Experience in FM sub-categories e.g. lift maintenance, fire and security, water treatment, electrical wholesalers
- Experience in mobilisation as procurement support
- Experience of managing sub-contractors across Hard and Soft FM Services
- Experience in developing and implementing FM procurement strategies
 - Proven track record in complex contract negotiations and delivery of savings in an FM environment
 - Excellent stakeholder management ability at varying levels, internally with our stakeholders or externally with our Supplier partners
- Strong communication skills both verbally and written
- Commercial awareness and ability to analyse data and make appropriate recommendations to improve gross margins and sales
- Organised, methodical and self-motivated characteristics
- To be able to demonstrate a flexible ability to pre-determine work load demand and prioritisation skills
- Ability to work efficiently in a multi-cultural and matrix environment

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

- Relationship management
- Rigorous management of results
- Brand notoriety
- Commercial awareness
- Employee engagement
- Learning & development
- Planning and organisation
- Innovation and change
- Business consulting
- Working with others
- Impact and Influence

9. Management Approval – To be completed by document owner

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Document Owner	Lisa Wojtak		