

Job Description:
Hard Service Project Manager

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| Function: | Schools and Universities – PPP Operations  |
| Job:  | Programme Manager |
| Position:  | Senior Technical Programme Manager |
| Job holder: | TBC |
| Date (in job since): | July 2025 |
| Immediate manager (N+1 Job title and name): | Contracts Director |
| Additional reporting line to: | Divisional Director |
| Position location: | Regional Role |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Management and delivery of PPP Lifecycle and capital projects annual pipeline circ. €4 million.
* Review project requests, analyse information and comment on feasibility and deliverability, manage expectations,
* To control all aspects of project delivery, liaising with; clients, end users, accounts, operations and senior team colleagues.
* Ensure adherence to process and governance and support the account management teams
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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. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Expected annual responsibility approx. €3- €4 million capital projects
* Financial targets set by local management team
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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. |
| * Develop and maintain detailed programme schedules for lifecycle and capital works installation projects, ensuring alignment with organisational budget objectives, resource availability and delivery timelines.
* Establish, monitor, and control Lifecycle and Capital budgets, ensuring projects are delivered within approved financial limits while managing risks and identifying and implementing value engineering opportunities.
* Lead cross-functional coordination with surveying, engineering, construction, procurement and regulatory teams; provide regular updates to executive leadership, stakeholders, and external partners.
* Manage relationships with external contractors, consultants, and suppliers; oversee procurement processes, contract negotiation, and performance to ensure deliverables align with programme goals
* Review and sense check scope, solution delivery challenges, support scope development to best achieve client goals
* Identify potential risks to programme delivery, implement mitigation strategies, and ensure all capital works projects comply with relevant laws, codes, environmental standards, and safety regulations.
* Control works and contractor programme delivery, ensuring best practice Health and Safety. Making sure the project meets budget and time constraints.
* Manage risks, set out any identifiable risks, share with management team and allocate appropriate Risk owners.
* Provide governance and oversight to the operational teams and support the technical decision making across the portfolio
* Establish and lead key account reconciliation processes for completed works
* Ensure works meet all legal and compliance standards
* Support segments in a professional manner, aiding decision making, cost management and governance
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Technical programme management delivery of lifecycle and capital projects
* Establish and maintain key links with framework vendor and the procurement team for programme delivery
* Govern the execution of key project pipeline and the account reconciliation processes
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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. |
| * Project risk; design, cost, compliance considered, reported and mitigated
* Effective organisation, co-ordination and planning
* Project programmes managed and delivered
* Project completed on time and within contractual timescales
* Sodexo projects governance & processes adhered to
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Degree level or equivalent in a relevant building services /surveying/project management discipline.
* Experience in construction / maintenance environment
* Understanding of H&S law and competent following construction regulations and compliance
* Proven experience of Project Management
* Supply chain management
* Ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities.
* Experienced in managing budgets and project finance
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Brand Notoriety
 | * Commercial Awareness
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Rigorous management of results
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| * Employee Engagement
 | * Innovation and Change
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Noel Cleary |

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