

Job Description:
Variations & Projects Manager

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| Function: | Hard FM Services |
| Job:  | Variations & Projects Manager |
| Position:  |  |
| Job holder: | Jason Anderson |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Samuel Mellor – Deputy Head of Estates |
| Additional reporting line to: | Head of Estates |
| Position location: | Royal Stoke University Hospital (Newcastle Under Lyme) and Haywood Hospital  |
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| 1. Purpose of the Job –

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|  The Variations & Projects Manager (Healthcare) is responsible for the effective and efficient management, planning, works control, performance measurement and management and administering of the all works which fall into the Projects environment. This is an exciting and dynamic role within the Estates team with a focus on managing the process of rechargeable value works, building a work stream to achieve organic growth and maximum potential revenues and taking the lead role on how Sodexo evaluates Healthcare Estates project works and the impact to the Estates. The job holder is expected to meet Sodexo’s statutory and contractual obligations for all Projects tasks related to the specified framework and timelines associated within the Projects environment. The job holder must ensure the provisions of Legal & Statutory Compliance (CDM, HTM’s and HBN’s, Care Quality Commission, British Standards and other UK Healthcare associated standards & codes), Health & Safety requirements in a cost effective, timely, & quality driven service method to our client is always provided, along with any organization with which Sodexo have contractual agreements with. Key performance indicators for the Project Manager within the Projects environment must be closely monitored and reported to the Deputy Head of Estates on a minimum Monthly basis or as requested. There shall be an inherent need to work with and in conjunction with the Sodexo Commercial, Finance & Soft Service teams to ensure an efficient, high quality and professional Project works execution The job holder will monitor Sodexo objectives by supporting and delivering against Estates policies and compliance with legislative and departmental requirements. This will include playing a key role in identifying opportunities for innovation and modernisation, to meet operational performance targets and Sodexo objectives. Provide detailed professional, engineering & technical guidance to staff and contractors on issues that are complex and non-routine. Key to the role is the application of Sodexo HR policies and procedures and the management of the workforce under remit.  |

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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. £1- £4 million.
* 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.Project & Variations ManagerDeputy Head of Estates  |
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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.* Performance Standards
* Building Compliance (HTM’s)
* Management of sub-contractors and specialist services and the in-house management team
* Financial Budgets
* PMF compliance
* Commercial elements
* PFI Contractual restrictions
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
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| * Site lead on all variation and capital project works, reporting directly to the Deputy and Head of Estates.
* Ensuring a safe working environment and safe systems of work are followed by all members of the Estates Projects team including specialist subcontractors.
* Assisting the Senior Management team with the preparation (forecasting) and delivery of the annual and 5-year Projects plan.
* Safe and compliant management of the Projects always in line with Sodexo’s Project management framework.
* Safe management and quality checking of all specialist subcontractors.
* Fully experienced and with a strong understanding of the Construction Design Management Regulations (CDM).
* Provide a joined-up approach to all Maintenance and Lifecycle activities which involve/ affect other teams within Sodexo which could involve covering or supporting in lifecycle or Minor New work projects.
* Ensure compliance with the project agreement, existing and new statutory regulations, Sodexo policies, Trust Policies and HTMs always.
* Maintain good working relationships with peers, client and customers both clinical and non-clinical.
* Undertake Authorised Person / Competent Person responsibilities in relation to specified systems ensuring site wide cover is always available.
* The cost-effective delivery of a Project Management Service in line with the project agreement and schedules.
* Ensure adequate cover is in place to support the efficient operations of the Projects team in a profitable manner.
* Day to day onsite presence for excellent contractor control and quality assurance.
* Commercial management in line with contractual requirements and Sodexo operating procedures. Working with Senior Management agreeing, monitoring and reporting against budgets.
* Active member of the Estates Management team. Representing the Estates Department. commercially and technically at meetings and when required by the Senior Management team.
* Commercial and Quality management of the operational element of the contract, including management of the Performance Monitoring systems and to ensure Contract and Commercial Compliance
* Maintain formal and informal communication with Trust managers related to services activities/ working group.
* Use of IT systems to include the CAFM and BMS systems to provide, monitor and report data within
* Management of Sodexo, client and customer expectations regarding Projects activities.
* Assess and advise the Deputy Head and Head of Estates how Sodexo can enhance the current inefficient and risk loaded methods of non-Sodexo entities Project Management activities.
* Provide the Head of Estates with a Monthly detailed report of risks and opportunities with the Estates Projects environments and current status of ongoing projects.
* Delivery of the Projects Department operating procedures, internal governance, risk assessments & method statements (RAMS) and workflow diagrams aligned to ISO and Statutory Healthcare Standards.
* Participate in handover of projects reviews with non-Sodexo entities, and report to the Head of Estates where areas of contention exist.
* Ensure as paramount compliance with all existing and all statutory regulations and HTM’s.
* On the acceptance of Test and Commissioning handover of Projects, professionally assure the O&M detail and future maintenance requirements are collected and commissioned onto the Sodexo Global Maximo system.
* Enhance the current Sodexo Estates process of handling, executing and completing Small Works and Variation projects & AP/CP rechargeable services in a timely manner.
* Work closely with the Sodexo Estates BMS & Energy Manager to achieve contractual obligations and identifying Energy risks and opportunities
* Management of the Estates Technical Library, with an inherent need to work closely with the Estates Compliance Manager and team. Ensuring all Project and completion documents are stored securely on Sodexo’s online platforms.
* Exchange, interpret, analyze and calculate complex information and communicate to specialists and non-specialists
* Have specialist skills and experience in the practice of Projects management, conversation, leadership and alternative technologies
* Use data and information in complex forms to dashboard, benchmark, fault find, predict and analyze future maintenance requirements.
* Develop long term strategic Estates Projects plans to implement organizational objectives for critical services
* Have / gain a full understanding of the assets that are Sodexo responsibility for lifecycle and productively manage the maintenance regime for reporting assets reaching their end of life.
* Work with the Head of Estates and Commercial Manager for reporting defects and ring-fencing associated costs for reimbursement.
* Ensure we receive competitive pricing, value for money and quality assurance through multiple quotes for all subcontracted maintenance tasks.
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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. |
| * Communication & Relationship skills
* Knowledge training & experience
* Patient / Client Care
* 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
* Governance & process 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 |
| Essential * Project Management Degree or Masters
* Completion of C&G / BTEC or equivalent in building trades and recognised certified apprenticeship
* Experience in construction / maintenance environment
* Proven experience of Project Management
* 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
* Ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities.
* Experienced in managing budgets and project finance
* Excellent people management skills
* Prepared to undertake standby rota
* Must be computer literate with knowledge in Excel, Word, power point, MS Project
* Ability to demonstrate a good aptitude for problem solving using logical approach
* Good understanding of Health and Safety regulations

Desirable* Completion of C&G / BTEC or equivalent in building trades and recognised certified apprenticeship
* BSR/BSA regulations understanding
* Supply chain management
* Previous experience of PFI Hard FM Contracts
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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 | Isaac Banks |

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