

Job Description: Project Manager

Function:	Project Management
Generic job:	
Position:	Project Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Commercial Manager
Additional reporting line to:	
Position location:	Office Based - Colchester

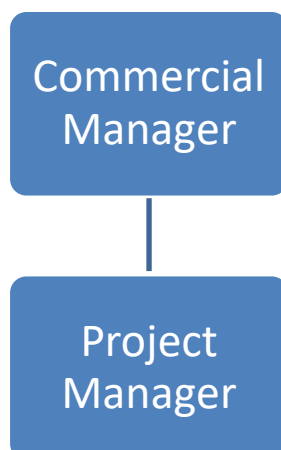
1. Purpose of the job

- To project manage the delivery of Sodexo and client projects to programme and budget
- To ensure compliance with Health and Safety, site rules and regulations.
- Provide supervision of works contracts, contractors and provide periodic progress updates to multiple stakeholders.

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 FY21: 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 n/a					

3. Organisation chart



4. Context and main issues

- Ability to be flexible in order to meet the needs and demands of the client and customer organisation.
- Travel and overnight stay may be required to undertake training and other business requirements.
- Managing the requirements of complex tenders, precise scheduling and multiple and shifting priorities.
- Planning and balancing the requirements placed on your time by multiple subject matter experts.
- Adhering to the project plan within an environment where requirements and deadlines are regularly moving.
- Tender compliance in line with Authority procedures and regulations.

5. Main assignments

- To undertake duties as directed/requested by the manager to deliver and implement project works.
- To undertake planning, procuring and project managing any project works that may arise (inclusive of Lifecycle works), maintaining the delivery of project related records, updating asset registers and maintenance systems accordingly, project/contract administration from inception to completion, including management of budgets and project finance.
- Carrying out building/asset surveys, including related historic data.
- Management of contractors.
- Communication with clients/stakeholders on project related matters.
- Managing and co-ordinating new works/projects and lifecycle works to ensure that it is performed in such a manner as to limit disruption to the Site, negate any possible penalties/liability to Sodexo and provide seamless service provision.
- Ensuring all necessary information is provided, collated and registered.
- To ensure a robust Health and Safety culture is implemented and maintained in all aspects of the job role.
- Undertake all reasonable requests as instructed by the Manager.
- Assist the Asset Manager when raising lifecycle business cases for approval and providing input in creating and forming future works plans and related documentation.
- Financial reporting and budget costed programmes are key to our client's management of the lifecycle fund and will form an important part of the presentation of plans and reports.
- The plans for lifecycle work in year will take into account the end customer's operational requirements and will be phased accordingly.
- Key to delivery of the lifecycle plans will be the collation and management of the data captured from inspections and general maintenance activities and reactive events and the post holder will contribute to the development and maintenance of a system of managing this information.
- The timely preparation or tender documentation and tendering for lifecycle works and projects will be the responsibility of the post holder.
- General support of Sodexo led project works will be required from time to time as will support to Operational and general contract activities. These will include, but are not restricted to:
 - Managing and co-ordinating project, planned and reactive maintenance activities to ensure that they are performed in such a manner so as to limit disruption to the Site, negate any possible penalties/liability to Sodexo and provide seamless service provision.
 - Provide an advisory link with RMPA (client) and any of their suppliers or agents during the design and construction phases of any contracts ensuring that maintenance and lifestyle cycle issues are addressed and implemented.
 - Providing support to the Operations Manager in undertaking the day to day operational aspects of maintaining the estate.
 - Management of works within the company quality assurance and health/safety systems.
 - Undertake health, safety and quality responsibilities as defined within the procedures.
 - Exercise demonstrable management of subcontract resources.
 - Providing the support in the areas of projects and lifecycle to RMPA (client) MoD (customer) and Sodexo (soft facility management) and ensuring all necessary information is provided, collated and registered.
 - Planning, procuring and project managing any project works that may arise (inclusive of lifecycle works), maintaining the delivery of project related records, updating asset registers and advising on the amendment of maintenance tasks and frequencies following lifecycles and other project activities.

- Perform audit checks upon completed works both general and relating to specific projects and lifecycle works.
- Undertake all reasonable requests as instructed by the Contract Manager.

6. Accountabilities

- Efficiently project manage works on site to maximise fee income.
- Monitor assets to reduce maintenance risk.
- Manage works to programme and budget for client satisfaction.
- Update records to meet contractual requirement.
- Manage on site works to maintain the high standard of Health and Safety culture.

7. Person specification

- Experience in project management ideally in a facilities management environment.
- Experience in construction/maintenance environment.
- Supply chain management.
- IT literate – experience of using MS Office, Word, Excel.
- HNC, degree or equivalent/relevant qualifications or experience in building services/surveying, project management discipline.
- Experienced in managing budgets and project finance, earned value management, cost reporting.
- Health and Safety knowledge NEBOSH/IOSH
- Good communication and supervisory skills.
- Ability to work to on own initiative.

8. Competencies

Growth, Client and Customer Satisfaction/ Quality of Services provided	Leadership and People Management
Rigorous management of results	Innovation and Change
Employee engagement	Commercial Awareness
Learning and Development	

9. Management approval

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Document owner	Leighann Beales		