

Job Description

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| Function: | Government – Justice Services FM - HMP |
| Position: | Project Manager |
| Job holder: | tbc |
| Date (in job since): | New Position |
| Immediate manager  (N+1 Job title and name): | Head of Hard FM & Asset Management – Justice |
| Additional reporting line to: | Head of Hard FM Government |
| Position location: | Home Based / HMP Altcourse / HMP Forest Bank |
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| Ensure adherence to process and governance Purpose of the Job – State concisely the aim of the job. | |
| * Management and delivery of HM Prison Project works (Lifecycle, Investment, Sustainability, etc.) * 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. | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Project Management of Facilities Management Projects in HM Prisons and other Government Sub-segments when required. * Maintain good client relations internal and external. * Present and provide professional service at all times. |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Review and sense check scope, solution delivery challenges, support scope development to best achieve client goals. * To update the Project One (Smart Sheet) electronic folder on a weekly basis following processes. * Control works and contractors, 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. * Ensure works meet all legal and compliance standards. * Support the FM Team in a professional manner, aiding decision making, cost management and governance. |

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| 4. 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 * Governance & process adhered to |

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| 2. 5. 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. |
| * Across the 2 Prisons it is estimated Lifecycle Budget for 2023 - 2035 is £35 Million, plus Investment Projects, Small Works and Sustainability Projects. * It is envisaged there will approximately 12 Projects per Project Manager per Annum, however, will vary depending on size and quantities of Projects. * Budgets of Projects will be between £5k and £1m, may vary depending on complexities of the project and quantities. * Position will be supported by the Technical & Services central team. |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Demonstratable Experience in Project or Operational Management. * Experience in construction / maintenance environment * Project Management Qualification – PRINCE2 OR Equivalent. * Clearance for Working in Prisons – preferred but not essential. * Experience of working in Prisons or similar environment. * Experience of producing detailed reports, attention to detail is essential. * Experience in Managing in-house Labour and Sub-contractors. * Financial planning and management of budgets. * Strategic and operational management. |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. 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. |
| Neil Cowan  Head of Hard FM - Government  Hard FM Government Segment  Technical Support Manager  Phil Rose  Head of Hard FM & Asset Management - HMP  Supporting  Performance & Compliance PMO  **Project Mangers x 4**  HMP Prisons |

**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager