

Job Description: Project Manager (Placement)

(N+1 Job title and name):	Placement Supervisor
Additional reporting line to:	PPS Placement Manager
Position location:	Hybrid Belfast / Home (Travel throughout the UK & Ireland will be required)

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

- PPS Talent Academy is an exciting initiative which provides placement opportunities for students within the Construction and Built Environment sector. Working alongside our UK based team of construction and property professionals we can offer varied and exciting opportunities, supporting our various government contracts across the UK.
- The role of placement Project Manager will assist the Project Management Team in managing and delivering construction projects through the entire project lifecycle in line with contract and business objectives.

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

- To support the management of construction projects from inception through to completion
- Ensure assigned projects are delivered on-time, within scope, within budget and to the Client's satisfaction
- Create and maintain comprehensive project documentation
- Effectively manage project delivery, budget, programme, risk and stakeholders
- Support the clear and concise reporting to Management and Clients
- Engage and manage Sub-Consultants to carry out required works
- Engage and manage Contractors ensuring health and safety is maintained on site at all times
- Administer Construction and Sub-Consultant Contracts
- Monitor and control activities in order to track the progress of the project
- Implement all Sodexo processes and policies
- Assist Clients with developing project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Perform other related duties as assigned and required

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.

- This role will be supporting a large, multi-disciplinary team of property professionals who operate across the UK, offering experience across various contracts.
- We manage large, complex and geographically dispersed government estate, successful candidates will be required to achieve security clearance prior to placement commencing.

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.

- Complete Placement Programme.
- Undertake necessary training & personal development activities.
- Support Sodexo social-value initiatives and volunteering.
- Attend meetings and careers fairs to support future cohorts of the PPS Talent Academy.

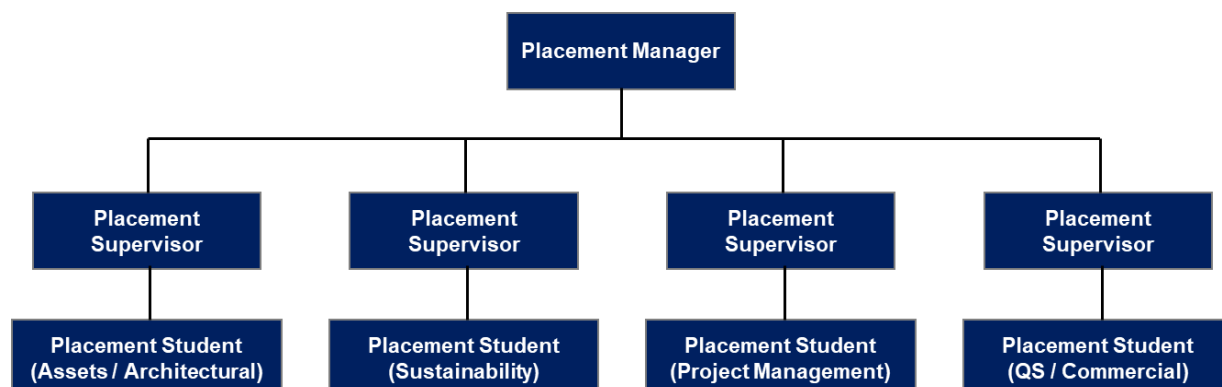
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- It's a really exciting time to join Sodexo's Government Segment, we have recently merged our Justice Services and Government & Agencies business and are starting to bring to life synergies and focus, benefiting our teams and clients. Together we are a powerful combination of more than 11,000 employees and 600 sites serving 35 very high-profile public-sector clients.

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Currently enrolled in a construction, property or engineering related qualification.

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.



Received:

Date:

Date:

Job holder

Immediate Manager