

Job Description:
[Mobilisation Manager - Technical Services]

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| Function: | Service Operations |
| Job:  | Mobilisation Manager  |
| Position:  |  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Dave Deasy – Head of Mobilisation - Technical Services |
| Additional reporting line to: | N/A |
| Position location: | UK and Ireland - No fixed place of work - with Extensive travel |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To lead and co-ordinate all Technical Services due diligence, mobilisation and Steady State activity to enable the contracts operations team to operate in line with the contract from day one
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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: | € n/a | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region  | n/a |
| Cash conversion: | n/a |
| Characteristics  | * Add point
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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 Manager MobilisationHead of Mobilisation - Technical ServicesProject Manager MobilisationProject Manager Mobilisation  |

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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. |
| * Reduce flight risk during TUPE by engaging with affected staff at an early stage and throughout the mobilisation process
* H&S requirements have been met and documented
* Complete technical Services due diligence and compile report for discussion with clients and account team
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Oversee and support as required due diligence and mobilisation projects, capturing salient points for escalation where there are gaps and identification of process to be documented in the Technical operations guide.
* Identify and document all follow up actions arising from Due Diligence and mobilisation activity and allocate to appropriate account person to be actioned.
* Prepare and manage contract and site specific risk register during mobilisation phase and hand these to Contract lead once steady state has been achieved.
* Provide training and advice on the operations guide for all assigned responsible transferring /operational staff
* Population of IMS / QMS folders as required
* Provide a phased handover and provide remote support post mobilisation
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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. |
| * Delivering Hard Services in line with agreed timescales
* Mobilisation team have exited and passed control fully to operational site / contract team following acceptance of activities
* Due diligence action tracker complete and up to date prior to departure
* Handover document updated and sign off by account
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * A recognised apprenticeship or HNC in Mechanical/Electrical Engineering or C&G, ONC, OND, NVQ 4 as above, with a commitment to undergo continuing professional development.
* IOSH Working Safely or equivalent,(or a willingness to undertake and complete successfully within 3 months from commencement of employment)
* Experience of delivering and or mobilising Hard Services contracts
* Demonstrable experience of successful contract mobilisation within a hard services environment
* Competent with the use of all Microsoft packages, with the ability to produce own documentation, financial spreadsheets and reports
* Effective and competent presenter and communicator at all levels
* Highly organised, with excellent project management experience
* Collaborative, with the ability to work as part of an engaged and focused team
* Priority-setting skills, with the ability to manage own time and the time of the others
* Customer focussed, dedicated to meeting and exceeding the expectations of internal and external customers
* Focused on setting and achieving deadlines. Results-driven and action oriented
* Pursues everything with energy, drive and a need to finish
* Flexible in approach and practically – significant travel is required within the role
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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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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Employee Engagement
 | * Innovation and Change
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| * Brand Notoriety
 | * Commercial Awareness
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| 9. Management Approval – To be completed by document owner |
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| Version | V1.2016.04 | Date | 04.04.16 |
| Document Owner | Dave Deasy |

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