

Job Description

MPIT Sodexo Senior Programme Manager – Integrator, DWP

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| Function: | Government Services  |
| Position:  | MPIT Sodexo Senior Programme Manager – DWP |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Programme Management, Sodexo |
| Additional reporting line to: | Sodexo Programme Director |
| Position location: | Multiple locations across the United Kingdom |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * The DWP Major Projects Programme is a significant programme of Capex works that need to be undertaken over the next 3-years at multiple locations across England and Wales, including: Birmingham; Bristol; Hastings and Cardiff, together with a number of projects at other locations. In addition to the property works required, there is a significant amount of people and digital (IT) change to be undertaken to enable workplace transformation at many of these locations. The People and Digital related activities are being managed and delivered by DWP teams. These projects will range from £ 2-10m in value, and require significant senior stakeholder engagement.
* The scope of the property works required will differ from project to project, however will cover the full end-to-end process, including: acquisition; planning & design (including workplace transformation); fit-out; people / business relocations, decommission and asset disposal.
* Develop processes, procedures and good working practices to support the development of the wider programme management team.
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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 FY: | €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  | * Large c. £5-10m multi-site programmes involving acquisitions and disposals. Management of significant construction contracts. Delivering value to the client through enhanced working environments. Development of programme management processes and practices.
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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. |
| * The Major Projects programme structure is described below and comprises a single senior leadership group, the Major Projects Leadership Team (MPLT) and, currently, five Major Project Implementation Teams (MPITs). The MPIT Programme manager will lead on the delivery of the project and use the for MPLT strategic direction, approvals, decisions and an escalation route for risks, issues, exceptions and proposed changes
* The specific role of Sodexo Senior Programme Manager is highlighted in red and is responsible for managing and coordinating the external property supply chain (Operational and Estates Tower providers framework suppliers and other external (to DWP) stakeholders, i.e. Landlords / HMRC, in alignment with planning and delivery activity being undertaken by the DWP Estates team and other DWP functions such as HR and Digital.
	+ **Major Projects programme structure:**

* + **Individual MPIT structure:**
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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. |
| * **Context and main interest, the role holder will need to:**
	+ Support development and through adoption and implementation a project management toolkit (under development)
	+ Implement, as required, the DWP end to end process (under development)
* **The main issues the role holder will face include:**
	+ Managing the Sodexo planning, design and delivery related activities to challenging timelines driven by DWP’s ambitious major projects strategy and ensuring the timely delivery of upward reporting to support this
	+ Managing multiple internal and external stakeholders
	+ Ensuring alignment with the other, non-Sodexo, work-streams within the MPIT
	+ Implementing new workplace design standards to introduce work settings that enable workplace transformation
	+ Managing in a fast moving and often changing environment
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * **Professional Responsibilities & Reporting:**
	+ Day-to-day accountability for the MPIT’s Sodexo related activities, with focus on progress to time, cost, quality
	+ To report progress and exceptions to the Senior DWP MPIT Programme Manager / PMO and take strategic direction from the Senior DWP MPIT Programme Manager
	+ To engage and provide direction to wider Sodexo team; ‘Tower’ providers; Lot 2/3 contractors; CCS Framework suppliers who make up the external delivery team.
	+ Engage with external stakeholders, as required, including but not limited to, Landlords and local authorities and other government departments e.g. HMRC.
	+ Coordinate and drive day-to-day management of Sodexo related activities for the MPIT and ensure alignment with the wider MPIT milestone plan.
	+ Own, manage and resolve (or escalate as required) Sodexo MPIT level issues and risks
	+ Own the MPIT’s Sodexo vision, be champion, provide clear leadership and direction
	+ Manage the strategic risks, assumptions, issues and dependencies
	+ Ensure alignment with the agreed programme governance and controls and principles and reporting
	+ Ensure timely updates to the MPIT PMO and Senior DWP MPIT PM on progress, issues, actions and risks
	+ Regular engagement with the Sodexo Programme Director to discuss progress and early warning of any concerns / exceptions.
* **Finance:**
	+ Work with the Finance Business Partner to support in the production of financial trackers and reporting
	+ Support in the coordination and collation of business case inputs, e.g. Building Assessment Report inputs, as required by the Finance Business Partner
	+ Include monthly financial reports in MPIT dashboards
* **Information Management:**
	+ Ensure that project information and documentation is securely stored on the agreed systems and is easily accessible by users.
	+ Ensure timely and accurate provision and sharing of information.
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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. |
| * **Key Relationships:**
	+ Sodexo Programme Director; Sodexo Capex Business Partner; DWP MPIT Programme Manager members; DWP MPIT PMO; MPIT External Supply Chain Representatives (Tower providers / Lot2/3 contractors / CCS framework suppliers); External stakeholders (including, but not limited to Landlords / other government departments, i.e. HMRC).
* **Major Project Programme Values:**
	+ Take pride in what they do – strive for highest standards on own work and challenge colleagues to do the same Strive to be the best – in terms of governance & teamwork
	+ Act with integrity - work with integrity and be trustworthy, be accountable for own work
	+ Respect others – MPLT / MPIT team members, delivery supply chain, internal and external stakeholders, colleagues and customers. Actively give and receive feedback.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * The Sodexo MPIT Senior Programme Manager role requires excellent people, organisation and financial management skills coupled with strong project management skills to ensure the integrity of the individual projects that are within the scope of the Major Projects Programme. The individual will need to have credibility within the MPIT and wider Major Projects Programme. They will need to be able to influence others and to develop and maintain robust relationships with all members of their MPIT other MPIT leads and associated PMOs.
* In conjunction with Finance Business Partner, the post-holder will assist in the collation of business case inputs and the tracking and reporting of external budgets / costs for their MPIT.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Client & Customer Satisfaction / Quality of Services provided
* Rigorous management of results
* Commercial Awareness
* Leadership & People Management
* Innovation and Change
* Employee Engagement
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| 9. Management Approval – To be completed by document owner |
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