

**DEFENCE & GOVERNMENT SERVICES**

Job Description:   
Account Manager

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| Function: | | | | Defence & Government Services | | | | | | | | |
| Generic job: | | | | Account Manager – Global grading – I1 | | | | | | | | |
| Position: | | | | Account Manager | | | | | | | | |
| Job holder: | | | | - | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Account Director | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | |  | | | | | | | | |
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| 1. Purpose of the job | | | | | | | | | | | | |
| * To plan, organise and manage multi-site delivery of all services within all areas including the catering, hospitality, vending, help desk, catering equipment maintenance and deep cleaning business areas including facility refurbishment, project management and procurement. * To ensure standards of service detailed in the service level agreement, KPIs and within the schedules of the contractual terms and conditions are achieved, maintained and developed for assigned operational business area ensuring that the client receives services of the highest quality * To contribute to the growth of all services in order to meet client and commercial expectations whilst maintaining strict budgetary control within operational business area in line with client and Sodexo expectations * To manage all aspects of performance of the soft services on site, delivering the services through a high performing team across a high turnover contract * Holding monthly contract review meetings with clients to review performance and to develop strong working relationship * Ensure best in class health and safety record and compliance across the site * Responsible for the overall management, co-ordination and control of all contract activity, including commercial performance, organic growth, people management and legislative, company and contract compliance across their designated areas, ensuring that Site Leads are delivering services that are compliant and financially viable * Build long term profitable relationships and develops new business opportunities by delivering operational excellence. * Implement Company, Segment and Contract strategy as directed. | | | | | | | | | | | | |
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| 2. Dimensions | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | Turnover | |  | Growth type: | Organic growth | Outsourcing rate: | n/a | Region Workforce |  | |
| EBIT margin: | |  |
| Net income growth: | |  | Outsourcing growth rate: | n/a | HR in Region |  | |
| Cash conversion: | |  |
| Characteristics | | * Pass all internal and external audits * Company & Legislative compliance * Achieve budget and Defence KPIs * Completion of Team Briefs, EPA’s and improved employee engagement levels | | | | | | | | | | |

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| 3. Organisation chart |
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| **4. Context and main issues** |
| * Comply with all legislative requirements * Adhere to complex local client site rules and regulations * Role model safe behaviour * Travel and overnight stay may be required to undertake training and other business requirements * Unsociable hours in line with business requirements maybe required * Flexibility on work schedule and location maybe required * Effective collaborative working with Sodexo external partners, client partners, The Scottish Government policy teams, NHS Scotland, Scotland Food and Drink, Wrap Scotland, Soil Association and including appropriate stakeholders who work across the estate. * Ensure all practices are in line with Sodexo policies and procedures and those set out within Health and Safety and Food safety guidelines/legislation * To act as a site Subject Matter Expert (SME) where appropriate to support other department managers and departments, offering guidance and support where required. |

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| 5. Main assignments |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses * To maintain excellent client/customer relationships * To attend regional and team briefs, huddles and meetings as required * To attend your EPA to discuss and agree job performance, objectives and development activities * To maintain professional work standards at all times * To care for all company equipment and ensure that any faults are reported to management * To work in conjunction with other department managers to plan, organise and coordinate service activity within own assigned operational business area and across the site * To ensure daily standards of service in assigned operational area, as detailed in the service level agreement, within the schedules of the contractual terms and conditions and in line with applicable Sodexo service offer standards are achieved, maintained and developed * To contribute to the growth of services in order to meet client and commercial expectations whilst maintaining strict budgetary control in line with client and Sodexo expectations * To continually monitor all H&S and FS standards in all service operations and ensure they are maintained at the required level * To drive performance through adherence to all promotional activity and marketing initiatives * Overall responsibility for the achievement of budget performance as determined by segment and client business objectives * To work in conjunction with other department managers to ensure operational excellence within assigned operational business area with specific responsibility for labour management and performance of a defined group of employees. * Active involvement, promotion and support of activities aligned towards employee engagement * Develop and maintain a positive internal and external network * Continued professional learning and development in soft and hard FM services * To implement and measure The Scottish Government policy drivers associated with facilities and wider social impact ensuring cots are budgeted and anticipated. * To manage Clients for Life and associated processes. * To carry out any other reasonable tasks and/or instructions as directed by senior management |

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| 6. Accountabilities |
| * Compliance with all statutory legislation and company regulations * Ensuring continuous innovation to anticipate and react to changing market and policy needs * Delivering strategic account management for large client with multiple stakeholders, focusing on commercial and financial analysis of contract, with focus on future trends whilst implementation/ fully compliant with Scottish Government policy area * Achieve gross margin targets * Pass all internal and external audits including quarterly client audits across eight with associated financial penalties * Achieve sales target * Control waste in line with targets     **Leadership and people**   * The role holder will role model the company values and ensure they are reinforced at every opportunity. The role holder will provide leadership and clear direction on all aspects of the assigned operational business area, ensuring assigned employees deliver on business objectives. The role holder is responsible for supporting the delivery of the people plan and subsequently developing future capability of front line teams. The role holder will lead by example and champion effective communication. The role is responsible for the recruitment, induction, performance and development of assigned employees and will manage the performance of those employees and support other department managers to achieve this, in line with Sodexo HR policy and procedures.   **Risk, governance and compliance**   * The role holder is accountable for full compliance and understanding of all company risk, reporting and governance processes within their assigned operational area. The role holder will ensure that these processes are fully applied, complied with and adhered to within assigned operational business area. The role holder is accountable for cash and stock within the assigned operational business area where applicable; therefore cash and stock company procedural compliance is a requirement.   **Financial management**   * The role holder is accountable for the financial performance of the assigned business operational area in line with set budgets and as a contribution to overall site financial performance. There will be a requirement to contribute to the monthly financial review process for the assigned operational area and also to ensure follow up on all improvement plan actions to support improved financial performance where necessary.   **Relationship management client and team**   * The role holder is responsible for managing client and customer relationships and developing and maintaining strong business relationships. The role holder must seek to understand the client’s business environment and drivers, developing and maintaining strong relationships and establishing a network of client contacts. The role holder will manage clients proactively and professionally, in line with Clients for Life®, ensuring Sodexo delivers service in line with the client’s business objectives. The role holder will understand the importance the client places on partnering principles and endeavour to establish a dynamic and positive culture for co-operative business relationships and improvements to service.   **Operational management**   * The role holder will be responsible for overseeing their assigned operational business area and managing compliance with legal, regulatory and company requirements including the quality management system (QMS). The role holder will effectively manage continuous improvements, taking corrective action where necessary and informing their line manager of performance issues. The role holder will ensure robust health and safety procedures are implemented, reviewed and reported on a regular basis. The role holder will resolve daily operational issues within their assigned area and, in rotation with other site department managers, deputise when the services manager is not available.   **Service excellence**   * The role holder will be responsible for driving all aspects of service excellence across their operational business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards. The role holder will ensure that work is appropriately recognised and expected standards ensuring the offer is meeting the customer’s needs through full and correct use of company tools. In partnership with subject matters experts you will champion and embed service excellence initiatives across your business area and ensure that all services are aligned to the defence client and customer needs and deliverable within budget.   **Continuous development**   * The role holder will be responsible for the continual development and improvement of all on-site services, resulting in improved services, increased sales and reduced costs. The role holder will also continually monitor financial performance (e.g. supply chains, sales, labour, expenses, internal issues) to ensure that the budget figures are maintained and improved. When variances occur, to provide written explanation of costs and implement action plans for correction. |

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| 7. Person Specification |
| Essential:   * Knowledge of working in a management role within a large multi-site catering and soft FM service industry * Leadership skills and knowledge * People management skills including general HR skills in recruitment, training and managing employee performance including disciplinary and grievance procedures. * Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication * Management knowledge of health & safety and food safety * Ability to make independent decisions * Able to work on own initiative within a team environment * Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook) * Able to demonstrate attention to detail and adherence to standards * Analyse problems analytically, develop opportunities and implement innovative solutions * Proven experience of managing long-term client relationships * Proven track record of leading, managing and developing a team across multiple sites * Proven ability to develop new business opportunities * Must be able to demonstrate the ability to communicate effectively both verbally and in writing * Previous experience of relevant service   Desirable:   * Experience of working within a public sector environment * Previous experience in effectively managing in a similar role * Soft FM specific technical skills including contract catering, hospitality, vending, help desk, catering equipment maintenance and deep cleaning business areas including facility refurbishment, project management and procurement * Proven experience of managing client relationships within a contract environment * Proven track record of leading, managing and developing a team * Qualification or relevant experience in Business Management. * Qualifications in IOSH and COSHH, Food safety qualification equivalent to CIEH level 3 * Computer literate |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, client and customer satisfaction, quality of services provided | * Industry acumen | | * Rigorous management of results | * Analysis and decision making | | * Leadership and people management | * Planning and organising | | * Innovation and change | * Commercial Awareness | | * Brand notoriety | * Employee Engagement | | * Business Consulting |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 1st March 2018 | | Document Owner | VM | | | |