

Job Description:
Project Manager

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| Function:  | **Service Operations** |
| Position:  | Project Manager |
| Job holder: |  |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | AS |
| Additional reporting line to: | Hard Services Manager,  |
| Position location: |  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Management and delivery of lifecycle planned works process, client and capital projects.
* Review project requests, set out further information required and comment of feasibility and deliverability, managing client expectations.
* To control all aspects of project delivery on site, liaising with; clients, end users, accounts, operations and senior team colleagues.
* Procure works, manage the supply chain ensuring sufficient skill and capacity available.
* 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.
* To be responsible for the Project Leadership and delivery of all Facility / Engineering project activities.
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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: | €1.5m | 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  | * Role based at Lilly House (Basingstoke)
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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. |
| Hard Services ManagerHard Services ManagerHard Services ManagerORGANISATION STRUCTUREHard Services ManagerCentral Project TeamProject ManagerHead of Talent |

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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. |
| * The individual is expected to manage key relationships with suppliers & customers. There is a need to play a leading role in driving the Project Delivery for the site, including development of Alliance Partnerships, commercial/procurement and contractual relationships.
* The Project Manager must develop strong relationships with a diverse customer base in all operational areas to develop project requirements and develop a scope that will meet the business needs.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Develop & deliver projects from initial business case through to customer handover following a structured project management methodology.
* Lead the process to compile an annual investment portfolio for Lilly House.
* Develop and verify the project business case.
* Develop scope / specification including conceptual & schematic designs.
* Gain capital approval following the client process.
* Lead detailed design, construction and commissioning phases.
* To Manage all aspects of Health and Safety (e.g. contractor management and Safe Systems of work) relating to projects working closely with the in-house engineering team.
* Manage interactions with key stakeholders. (internal and external)
* Use of measures to demonstrate in progress and final project performance.
* To monitor and manage expenditure across budgets within agreed financial constraints.
* Support and increase promotion of company’s strengths to the client.
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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. |
| * Customer Focus – makes decisions with customer in mind and adds continued value to service delivery.
* Planning & Organising – able to prioritise and execute tasks in a high pressure environment.
* Initiative – Applies own knowledge and expertise to help develop existing process.
* Teamwork – Able to work well in a mix of client, in-house and service partner environments.
* Communication – Excellent written, oral and interpersonal communication skills; ability to communicate ideas in both technical and user-friendly language.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Experience in construction / maintenance environment.
* Comprehensive Project Management experience
* Experience in managing budgets and project finance.
* Ability to set programme and deliver.
* Ability to advice, negotiate and influence at all levels.
* Able to build effective working relations with staff members and external clients to the highest level.
* Excellent client relationship management skills.
* Practical and demonstrated use of Microsoft office – Word, Excel, PowerPoint.
* Excellent written and verbal communication skills.
* Motivated and ambitious to manage workload to agreed priorities under your own initiative.
* Problem solving / decision making skills.
* Take ownership of the client’s needs and pursue effective communications with the customer in order to build a stable relationship.
* Excellent knowledge of the business sector and a good understanding of the technical, commercial and contractual processes involved.
* High level of self-motivation, organisational ability and drive to meet deadlines.
* Graduate Engineering degree or equivalent.

**Desirable*** Relevant business sector experience would be desirable.
* NEBOSH General Certificate.
* Proven track record in procurement activities.
* Recognised Project Management Qualification.
* IOSH Managing Safely highly desirable
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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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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | DW |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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