

Job Description:
Project Manager

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| Function: | Project management |
| Position:  | PROJECT MANAGER |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Project Manager- SF |
| Additional reporting line to: |  |
| Position location: | Office based |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * •To project manage in delivering projects to programme and budget.

 •To ensure compliance and provide a better provision for the supervision of works contracts and contractors |
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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: | €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  | * 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****│****Project Manager (Lifecycle)**  |

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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. |
| * Project Management
* Budget management
* Programme Management
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To undertake duties as directed / requested by the Project Manager to deliver and implement project works.
* To undertake planning, procuring and project managing any project works that may arise (inclusive of Lifecycle works), maintaining the delivery of project related records, updating asset registers and maintenance systems accordingly, project administration from inception to completion, including management of budgets and project finance
* Carrying out building/asset surveys, including related historic data.
* Management of contractors.
* Communication with clients/stakeholders on project related matters.
* Managing and co-ordinating new works/projects and lifecycle works to ensure that it is performed in such a manner as so to limit disruption to the Site, negate any possible penalties / liability to Sodexo, & provide seamless service provision..
* Ensuring all necessary information is provided, collated and registered.
* To ensure a robust Health & Safety culture is implemented and maintained in all aspects of job role.
* Undertake all reasonable requests as instructed by the Project Manager.
* The post holder will be responsible for delivering plans and supporting business cases and related documentation to agreed times scales and in liaison with Operational and Commercial staff within the team.
* Financial presentations and budget costed programmes are key to our client’s management of the Life-cycle fund and will form an important part of the presentation of plans and reports.
* The plans for Life-cycle works in year will take into account the end customers operational requirements and will be phased accordingly.
* Key to delivery of the Lifecycle plans will be the collation and management of the data captured from inspections and general maintenance activities and reactive events and the post holder will contribute to the development and maintenance of a system of managing this information.
* The timely preparation of tender documentation and tendering for Life-cycle works and projects will be the responsibility of the post holder with support from the Operations team and the Commercial Manager.
* General support of project works will be required from time to time as will support to Operational and general contract activities. These will include but are not restricted to
* Managing and co-ordinating project and planned & reactive maintenance activities to ensure that they are performed in such a manner as so to limit disruption to the Site, negate any possible penalties / liability to Sodexo & provide seamless service provision
* Provide an advisory link with RMPA (the Project Company) and any of their suppliers or agents during the design and construction phases of any contracts ensuring that maintenance and Lifecycle issues are addressed and implemented.
* Providing support to the Operations Manager in undertaking the day to day operational aspects of maintaining the estate.
* Management of works within Company Quality Assurance & Health / Safety Systems
* Undertake Health, Safety & Quality responsibilities as defined within the procedures
* Exercise demonstrable management of subcontract resources
* Providing the support in the areas of Projects and Life-cycle to RMPA (Client) MoD (Customer) and Sodexo (Soft Facility Management) and ensuring all necessary information is provided, collated and registered.
* Planning, procuring and project managing any project works that may arise (inclusive of Lifecycle works), maintaining the delivery of project related records, updating asset registers and advising on the amendment of maintenance tasks and frequencies following Life-cycle and other project activities.
* Perform audit checks upon completed works both general and relating to specific projects and Life-cycle works.
* Undertake all reasonable requests as instructed by the Contract Manager
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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. |
| * Efficiently project manage works on site to maximise fee income
* Monitor assets to reduce maintenance risk
* Manage works to programme and budget for client satisfaction
* Update records to meet contractual requirement.
* Manage on site works to maintain the high standard of Health & Safety culture
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| 1. Experience in project management ideally in a facilities management environment.2. Experience in construction / maintenance environment 3. Supply chain management 4. IT literate – experience of using MS Office, Project and AutoCad5. HNC qualifications in building services /surveying/project management discipline. 6 Experienced in managing budgets and project finance 7. Health and safety knowledge NEBOSH / IOSH 8. Good communication and supervisory skills9. Ability to work on own initiative. |

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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

**EXAMPLE** | * 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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| Version |  | Date |  |
| Document Owner |  |

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