

Job Description:   
Project Manager - IT

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| Function: | | | | Defence and Government Services, DWP Integrator | | | | | | | | |
| Position: | | | | Project Manager - IT | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Director of Business Analysis, Integrator | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Home Worker / London / Leeds | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Management of small / medium / Integrator IT projects or workstreams within larger projects * Specifically managing defined project activities to plan, cost (opex and capex) and quality | | | | | | | | | | | | |
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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 FY16: |  | | EBIT growth: | |  | Growth type: | n/a | Outsourcing rate: | n/a |  |  | |
| EBIT margin: | |  |
| Net income growth: | |  | Outsourcing growth rate: | n/a |  |  | |
| Cash conversion: | |  |
| Characteristics | | Where the role relates to the DWP Integrator contract, the following dimensions apply:   * Responsible for directing estimated £600m third party supplier spend * Accountable for over 250,000 assets * Portfolio of over 750 buildings (reducing from 950) * 90,000 Authority employees and contractors (end users) * Headcount c7 employees * £14m revenue p/a * 5 year contract * Over 1.5m sqm NIA across the DWP estate | | | | | | | | | | |

Draft. Version: 27-03-2014

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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. |
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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 role will be remote but will require travel to Sodexo and Client sites * The role will be required to work across multiple Integrator functional departments. * The role will be required to work closely with the Integrator client, Department of Work and Pensions Estates, Digital IT and ESRM team. * The Integrator is part or Sodexo Government and Defence Sector operating within the Sodexo Global Organisation. Expected to adhere to Sodexo and Client Information Security Policy |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
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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. |
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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**   * Holds a professional qualification (Prince2 or PMI or studying to achieve). * At least 5 years’ experience in a full lifecycle Project Management role. * Excellent interpersonal and communication skills. * Demonstrates strong planning and organising skills. * Experience of providing support in a large corporate environment and of working with customers at all levels. * Excellent communication skills both verbal and written * Demonstrable experience of forward planning, problem solving, analytical thinking and solutioning. * Experience of working with a variety of stakeholders including IT, Business SME’s and clients     **Desirable**   * Educated to degree level or equivalent * Experience in customer requirements analysis and translating to operational and functional specifications * Good team worker but able to work under own initiative * Full Driving License and valid passport * Understanding of Business costs and efficiencies * Understanding of Software life-cycle * Security Clearance (May need to obtain SC security clearance) * Excellent commercial acumen * Experience in the government sector |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Leadership and People Management: setting expectations, priorities, targets and behaviours * Brand Notoriety * Rigorous management of results * Commercial Awareness * Growth, Client & Customer Satisfaction / Quality of Services provided * Innovation and Change * Business Consulting * Client relationship management |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |