

# Job Description: Project Manager

Function:	Project management
Position:	<b>PROJECT MANAGER</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Commercial Manager –
Additional reporting line to:	
Position location:	Office based - Colchester

## 1. Purpose of the Job – State concisely the aim of the job.

- To project manage the delivery of Sodexo and client projects to programme and budget
- To ensure compliance with H&S, site rules and regulations
- Provide supervision of works contracts, contractors and provide periodic progress updates to multiple stakeholders

## 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 FY21:	€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    ■    n/a									

## 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.

Commercial Manager  
|  
Project Manager

**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.

- Ability to be flexible in order to meet the needs and demands of the client and customer organisation
- Travel and overnight stay maybe required to undertake training and other business requirements
- Managing the requirements of complex tenders, precise scheduling and multiple and shifting priorities
- Planning and balancing the requirements placed on your time by multiple subject matter experts
- Adhering to the project plan within an environment where requirements and deadlines are regularly moving
- Tender compliance in line with Authority procedures and regulations

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- To undertake duties as directed / requested by the 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/contract 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 Manager.
- Assist the Asset Manager when raising lifecycle business cases for approval and providing input in creating forming future works plans and related documentation.
- Financial reporting and budget costed programmes are key to our client's management of the lifecycle fund and will form an important part of the presentation of plans and reports.
- The plans for lifecycle work 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 lifecycle works and projects will be the responsibility of the post holder.
- General support of Sodexo led 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, planned and 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, and provide seamless service provision.
  - Provide an advisory link with RMPA (client) 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 and health / safety systems
  - Undertake health, safety and quality responsibilities as defined within the procedures
  - Exercise demonstrable management of subcontract resources
  - Providing the support in the areas of projects and lifecycle 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 lifecycle and other project activities.

- Perform audit checks upon completed works both general and relating to specific projects and lifecycle works.
- Undertake all reasonable requests as instructed by the Contract Manager

**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

**7. Person Specification** – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively

- Experience in project management ideally in a facilities management environment.
- Experience in construction / maintenance environment.
- Supply chain management.
- IT literate – experience of using MS Office; Word, Excel.
- HNC, Degree or equivalent/relevant qualifications or experience in building services/surveying, project management discipline.
- Experienced in managing budgets and project finance; earned value management, cost reporting.
- Health and safety knowledge NEBOSH / IOSH
- Good communication and supervisory skills
- Ability to work on own initiative.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Employee Engagement	▪ Commercial Awareness
▪ Learning & Development	

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			