

Job Description: Project Manager



Function:	Government & Agencies, i2020 Integrator
Position:	Project Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior Project Manager
Additional reporting line to:	Senior Programme Manager
Position location:	Belfast

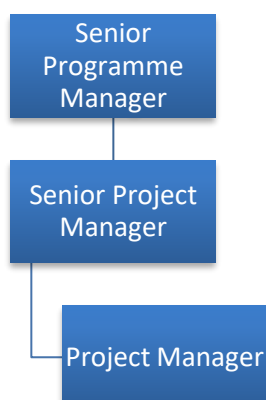
1. Purpose of the Job – State concisely the aim of the job.

The aim of this role is to manage and deliver construction projects through the entire project lifecycle in line with Contract and Business Objectives.

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 FY 20:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a		
	EBIT margin:					
	Net income growth:			Outsourcing growth rate:	n/a	
	Cash conversion:					
Characteristics	<ul style="list-style-type: none">▪ Management of the Clients Supply chain in the delivery of Project Works▪ Integrator Project team of approx. 10 staff▪ Managing an estate of over 150 sites with a GIA of approx. 300,000m2▪ Project values ranging from £20,000 to £5,000,000					

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.



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.

- Supporting the Senior Project Manager in delivering the Client's Programme of Works to ensure specified business performance and growth
- Build strong stakeholder advocacy both External and Internal to Sodexo
- Highly regulated environment requiring exacting standards and attention to detail
- Proactive, accurate and timely delivery of tasks and projects
- Develop project documentation to facilitate timely Client approval, ensuring high quality submissions.
- Create and maintain comprehensive project documentation
- Completion of all contract obligations
- Implementation of effective reporting

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

- To successfully manage construction projects from inception through to completion
- Ensure assigned projects are delivered on-time, within scope, within budget and to the Client's satisfaction
- Create and maintain comprehensive project documentation
- Effectively manage project delivery, budget, programme, risk and stakeholders
- Take ownership and accountability of assigned project(s)
- Provide clear and concise reporting to Management and the Client
- Engage and manage Sub-Consultants to carry out required works
- Engage and manage Contractors ensuring health and safety is maintained on site at all times
- Administer Construction and Sub-Consultant Contracts
- Monitor and control activities in order to track the progress of the project
- Implement all Sodexo processes and policies
- Ensure implementation of all contract obligations
- Recommend improvements to enhance delivery
- Act as an ambassador of the project team and lead on engagement with the Client's projects team
- Assist Client with developing project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Manage relationship with the Client and all stakeholders
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Perform other related duties as assigned and required

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.

- Projects are delivered on-time, within scope, within budget and to exceed the Client's satisfaction
- Ensure contract compliance (Sodexo to Client and Client's supply chain)
- All (Sodexo and Client) processes are understood and implemented
- Agile, flexible and responsive support
- Customer focused

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

- Educated to Degree level
- Minimum of 5 years' experience managing and delivering construction projects ranging in value up to £5m
- Hold professional membership with one of the following bodies; CIOB, RICS, BIFM, CIBSE, CIAT, RIBA (Desirable)
- NEC4 accredited (Desirable)
- Excellent interpersonal skills and ability to communicate effectively with customers, clients and employees at all levels
- Capability to mentor more junior projects team members
- A can-do attitude with a positive outlook
- Ability to manage multiple workloads and shifting priorities
- Experience of working with Government contracts and Clients
- Self-motivated and able to work on own initiative within a team environment
- Team player and leader within own subject matter area
- Proactive and resilient with the ability to overcome and work through challenges
- Effective presentation and communication skills
- Excellent negotiation skills
- Ability to create and maintain effective working relationships with all stakeholders both internally and externally
- Excellent written and verbal communication skills
- Solid organisation skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office; Outlook, Word, Excel, Project and PowerPoint
- CSR Card - site supervisor level or equivalent

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

- Employee Engagement
- Brand Notoriety
- Rigorous management of results
- Growth, Client and Customer Satisfaction / Quality of Services provided
- Change and Innovation
- Client relationship management

9. Management Approval – To be completed by document owner

Version	1.0	Date	04/12/20
Document Owner	Dearbhla Keane		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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