



Directorate:	Human Resources & Estates Directorate
Capability Area(s)	Estates Management Group
Job Title:	Senior FM Governance and Project Manager
Grade:	SEO

Job Purpose

Leading one or more of the projects within the FM Futures Programme to ensure that all activities to successfully exit from the current PFI contract are managed and delivered effectively.
Ongoing support to the business as usual teams to ensure that the contract is being managed appropriately and effectively, acting as a key interface between the commercial function and the operational teams and supporting the estates team in developing and implementing future strategy.

Functional Accountabilities

1	To undertake project management role within the FM Futures Programme which will include: <ul style="list-style-type: none"> • Risk management • Developing and monitoring project plans • Monitoring progress, resolving issues and initiating correct actions • Ensuring dependencies are actively managed
2	Leading the development and drafting of business cases with the support of the FM Futures team and other subject matter experts as part of the Agency change and approval processes
3	Reviewing contract liabilities, identifying anomalies and acting as the interface between the operational and the commercial teams, undertaking the translation of operational impacts into commercial and contractual outputs.
4	Establish and maintain effective working relationships with all key stakeholders, including suppliers.
5	Contract management of the current FM providers.
6	Working with the senior data analyst and the operational and commercial teams to develop SLAs and KPI for the new FM contracts.
7	Leading the multi-disciplinary workstreams within the project to ensure trajectory, progress and dependencies are all managed effectively.
8	Understand the Agency's Estates strategy and assist in the identification of opportunities and benefits, design and appraisal of solutions and make recommendations for continuous improvements and benefits delivery.
9	Ensuring that all contractual documentation required to effectively manage the FM Futures projects are completed to ensure the transition between contracts is completed smoothly.
10	Ensure that all activities relating to; task management, career development, support and coaching of team members, is undertaken regularly and effectively.

People Manager Accountabilities (Y/N)

Y

Qualifications & Professional Memberships

Desirable	
Essential	

Civil Service Behaviours	Behaviour Level (1-6)
Seeing the Big Picture	3
Making Effective Decisions	3
Leadership	3
Communicating and Influencing	3
Working Together	3
Delivering at Pace	3