



Sodexo Ireland



#JOB-2452320



Celbridge, Co. Kildare,



No of positions : 1



Paid Position



40 hours per week



60000.00-65000.00 Euro Annually



08/06/2026



22/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/contract-and-compliance-manager-in-celbridge-kildare.15680>



Open your camera app & point here to view this ad online



Contract and Compliance Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Duties to include -

Oversee the delivery and management of contractual obligations across multiple service streams.

Monitor performance against KPIs, SLAs, and contractual commitments.

Support contract reviews, renewals, variations, and change management processes.

Ensure subcontractors and suppliers meet all contractual and operational requirements.

Maintain accurate contract documentation and records.

Compliance & Governance

Develop and maintain compliance frameworks, policies, and governance procedures.

Ensure compliance with relevant legislation, industry standards, client requirements, and company policies.

Lead compliance monitoring activities across all operational areas.

Manage document control systems and maintain records for audit purposes.

Drive continuous improvement initiatives to strengthen compliance performance.

Audit & Risk Management

Plan, coordinate, and support internal and external audits.

Conduct compliance inspections and operational audits across the site.

Monitor corrective and preventative actions arising from audit findings.

Maintain and regularly review the site risk register.

Identify operational, contractual, financial, and compliance risks and implement mitigation strategies.

Support incident investigations and root cause analysis where required.

Supplier & Contractor Management

Monitor supplier and contractor performance and compliance.

Conduct supplier audits and performance reviews.

Ensure suppliers maintain all required certifications, insurance, training records, and documentation.

Support supplier onboarding and procurement activities as required.

Stakeholder Management

Build and maintain strong relationships with client representatives and key stakeholders.

Attend governance meetings and present compliance and performance updates.

Act as the key point of contact for compliance-related matters.

Collaborate with operational teams to resolve issues and drive service improvements.

Promote a culture of partnership, accountability, and service excellence.

Reporting & Performance

Produce monthly governance, compliance, and performance reports.

Analyse service delivery data and identify trends and improvement opportunities.

Develop action plans to address non-conformances and support operational excellence.

Support wider budgetary and operational objectives across the contract.

About You

Essential Skills & Experience

Minimum 3 years' experience in Contract Management, Compliance Management, Facilities Management, or a related field.

Strong understanding of governance, audit, compliance, and risk management principles.

Experience managing multiple service providers or integrated facilities management contracts.

Excellent stakeholder management and communication skills.

Strong analytical, reporting, and problem-solving abilities.

Experience developing and implementing compliance processes and controls.

Proficient in Microsoft Office, particularly Excel, Word, and PowerPoint.

Full clean driving licence.

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative
- **Driving Licence:** Full: B