



Sodexo Ireland



#JOB-2455869



Celbridge, Co. Kildare,



No of positions : 1



Paid Position



40 hours per week



60000.00-65000.00 Euro Annually



30/06/2026



28/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/contract-and-compliance-manager-in-celbridge-kildare.17520>



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



Contract and Compliance Manager - Kildare

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

About the role

Contract & Compliance Manager

Location:

Celbridge, Co. Kildare

Contract Type: Full-Time, Permanent

Salary: €60,000 - €65,000 per annum

About the Role

We are seeking an experienced and proactive Contract & Compliance Manager to join our management team!

This is a pivotal role responsible for ensuring contractual compliance, governance, operational excellence, and stakeholder satisfaction across a diverse range of facilities management services. You will work closely with operational teams, suppliers, subcontractors, and client representatives to ensure services are delivered safely, compliantly, and in line with contractual requirements.

Managing multiple service lines including Cleaning, Catering, Security, Reception, Landscaping, Transport, Waste Management, Pest Control, and Laundry Services, this role offers an excellent opportunity for a highly organised professional with strong compliance, audit, and contract management experience.

Key Responsibilities

Contract Management

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

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)
OR Qualification in Business, Facilities Management, Compliance, Risk Management, or a related discipline

(Desirable)

- **Ability Skills:** Administration, Communications
- **Competency Skills:** Leadership, Priority Planning
- **Driving Licence:** Full: B