



SENIOR CAPITAL
PROJECTS MANAGER

THE
NATIONAL
GALLERY

THE ROLE PROFILE

Job context

The Senior Capital Projects Project Manager plays a key role in the planning and delivery of capital projects programme across the Estate, by supporting the Deputy Head of Building & Facilities. The postholder will be responsible for the day-to-day delivery of the project programme including project managing the larger and more complex capital projects.

The post holder will be a highly skilled project manager with experience in planning and delivering projects within the historic environment, cultural sector and on sites that are open to the public. They will also have experience of working as part of wider estates team and have a sound understanding of estates management, project planning and delivery. The candidate must be highly driven and be able to demonstrate experience in successful delivery of multiple projects managed simultaneously.

In addition, this role acts as an expert and ambassador for the development of high standards of the estate's capital projects programme at the National Gallery. Acting as client representative, the role requires excellent communication skills and an ability to manage both internal and external stakeholders. The post holder will develop and implement the capital delivery plans to ensure minimum impact to business as usual, this role will use a mixture of in-house resources and procured outsourced specialists' teams.

Job purpose

- Effectively plan, manage and deliver the major capital works programme collaboratively to ensure all clients requirements are met and are delivered in a safe manor with minimal disruption to the collection, staff and public, whilst also demonstrating high quality and stringent budget control.
- Ensure all key internal and external stakeholders are taken through the journey with sign off at key stages of design. Using the RIBA key stages, providing design that can be effectively tendered to ensure cost certainty prior to commencement.
- Mobilise the project and monitor programme and budget reporting on a monthly basis, providing early warnings and report accordingly with mitigation strategy on any possible overspend and programme slippage.
- Manage all stakeholders including updating client through Chairing regular progress meetings throughout the contract up to the PC date and beyond. To ensure effective delivery with a full set of record documents upon handover.

- Ensure all defects are completed to the standard required and provide final sign off.
- Ensure any necessary implementation of training or instructions of systems are provided for maintenance, including updating assets.

Scope of job

- Planning the capital works programme in order to ensure it is fully coordinated with other business needs from an early conception stage. This post will be responsible for developing the projects through key stages inclusive of all clients needs with regard to scope and delivery requirements, including sign off at key stages prior to any tendering processes.
- Responsible to make sure all documentation related to the programme is detailed and to a high standard to ensure cost certainty and capture the whole scope of the work.
- Budget monitoring of all Major Capital Projects including managing an effective change control system with monthly reporting and recording on early warnings whilst accurately reporting spend against overall budget.
- Effective communication with all internal and external stakeholders from briefing stage, design, procurement, and through to the installation stage leading to final delivery and handover.
- Managing any arising project risks with clear mitigation strategies to reduce overall impact; informing the wider stakeholders on possible impacts and mitigation methods. (Examples of these are Vibration, dust, water control and Health and safety)
- Chairing meetings both internally and with outsourced teams and contractors, monitoring progress against programmes and delivering on time and to budget.
- This post shall have the authority to make decisions on a daily basis to ensure the projects are managed in accordance with the National Gallery requirements and signed contract, but also having the responsibility to ensure any decisions outside the designated authority are passed on to the Deputy or Head of Department.

Key deliverables

- Responsible for developing the brief and budgets through to design sign off using the RIBA key stages.
- Engage with procurement process and provide reports on Tender analysis.

- Deliver the Capital projects Programme through managing both internal and external teams.
- Engage with all key stakeholders to plan and coordinate with all other departments activities.
- Report on financial progress against budget and report direct to the Deputy Head of Buildings & Facilities on a monthly basis.
- Attend all internal and external meetings engaging with all stakeholders on projects progress.
- Ensure projects are delivered to the best sustainable and safest approach in accordance with current regulations and NG policies.
- Achieve sign off through engaging the key stakeholders at the key RIBA stages throughout the lifespan of the project.
- The Project Manager is Key in delivering and working to the National Gallery strategic plan.
- Contribute to the planning for refurbishment of the estate including budget forecasting for 5-year planning process.
- Monitoring programme and quality of delivery together with budget control, providing early warnings with experience in managing change control systems and reporting budget against spend with accurate forecasting.
- Ensuring an effective handover is undertaken with all documentation and certificates provided and issued to relevant stakeholders.
- Ensure defects are completed to an agreed timescale within the defects liability period limiting the impact to the National Gallery.

Key relationships

- Assists the Deputy Head and Head of Building & Facilities to prioritise, develop, manage, and deliver major and minor Capital Project programmes works in collaboration with all departmental Key stakeholders.
- Engage with the Directorship to ensure sign off and agreement to proceed with engagement with client team including Heads of Departments.
- Effective external engagement with specialist consultants teams and contractors demonstrating experience in being effective in both communication and outcome is essential.
- Having a proven ability to engage with a wide variety of stakeholders in an effective professional manor to deliver taking all clients requirements and standards.

Key required skills

- Demonstrable proven ability to manage complex budgets.
- Ability to articulate clearly in writing and in person.
- Proven ability to produce and read reports to a high standard and delivery of these to senior colleagues both internal and external.
- Ability to effectively manage complex teams.
- Be highly self-motivated and driven.
- Proven ability to manage challenging construction projects with a wide range of stakeholders, with experience of managing both contractors and consultants.

Key required attributes

- Motivated - able to maintain focus and complete tasks and duties given.
- Organised - able to manage own workload and conflicting priorities effectively.
- Teamwork - promotes teamworking and contributes to team projects and planning.
- Ability to take ownership of tasks and the role.
- High attention to detail.
- Adaptable - Ability to step in at short notice to problem solve with effective outcome.
- Strong leadership skills with a track record of managing multi-disciplined teams.
- Effective communication skills - liaising with all internal and external stakeholders from briefing stage through to the works stage and final delivery and handover.

Supervisory/Managerial responsibility

This role will have an active part in the progress of all projects through managing an internal team directly line managed by this post. This role will be line managed by the Deputy Head of the Department.

You will manage the Capital Projects team, large consultant design teams and multi disciplined contractors.

Essential minimum qualification on entry

- Qualification in a Building/ Construction related Discipline.
- Project Management Qualification.
- CDM regulations qualification or similar H&S experience in construction.
- This post will require a good understanding of Health and Safety specifically relating to CDM regulations in construction is essential.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Senior Capital Projects Manager

Contract

Permanent, working full time hours of 35 per week.
This post is on the Gallery's Band H. The salary is £65,599 per annum.

Pay review

Pay increases are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements. The following are for employee status:

- Occupational defined benefit scheme (Civil Service Alpha, details available through the Civil Service website); transfer from another Civil Service employer with an existing scheme (e.g. Classic) will be recognised.
- Annual leave entitlement begins at 248.5 hours pro rata (inc. Public and privilege holidays), rising to 283.5 hours (inclusive) at five year's service.
- Flexible benefits from one month's service, including discounts, holiday trading, cycle to work and other benefits which vary from time to time according to availability via the Gallery's palette scheme.
- Flexible working arrangements to suit.
- Participation in the reciprocal arrangement between cultural institutions for free entry.
- Employee discount in the Gallery's retail and catering outlets, as well as several outlets in the vicinity of Trafalgar Square.
- Free tickets to Gallery exhibitions, up to four to share with friends and family.
- Employee Assistance Programme and Occupational Health, including annual flu vaccination, subject to availability.



Happy To Talk
Flexible Working

HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@nationalgallery.org.uk or on 020 7747 5909.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3/5* years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information

In this section you should provide any information that supports your application. The essential role criterion shows you the criteria which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview. By using the role profile, you should outline how your skills, knowledge and experience match the requirements of the post.

Shortlisting

The National Gallery operates name free recruitment, which means an applicant's name and personal details are not visible to recruiting managers in the shortlisting process. By removing the applicant's name and other personal information, such as their ethnicity or the university they attended, we aim to ensure that people will be judged on merit and not on their background, race or gender

* Dependant on role

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow you to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.