



# barbican

## Job Description

<b>Job Title</b>	Project Manager
<b>Department</b>	Barbican Centre & Guildhall School
<b>Grade</b>	F
<b>Location</b>	Barbican Centre – Projects
<b>Responsible to</b>	Head of Engineering and Projects
<b>Responsible for</b>	Assistant Project Manager Business Administration Apprentice Consultants & Contractors

### Purpose of Post

To be responsible for managing various building, engineering and technology related projects from inception through to completion within agreed costs and timescales To plan and organised projects to cause minimum disruption to the Barbican Centre's events and activities. Project values will typically fall in the range of £50k to £250k but Capital works/projects of higher values are sometimes undertaken.

To manage and control Capital and Revenue projects in accordance with the procedures set out in the City of London's Procurement Regulations, its Standing Orders, and its Financial Regulations. To facilitate programme progression at an organisational level, supporting internal key stakeholders. The Project Manager' role will be to develop the initial concepts to the point where they can be evaluated for practical and financial purposes before being implemented either in house or by an external professional team.

To be committed to providing the highest level of customer service to both internal and external customers, and actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Barbican Centre's vision of providing world-class arts and learning and the Guildhall School as a world-class conservatoire and drama school.

### Main Duties & Responsibilities

1. To provide a complete project management service to all the divisions of the Barbican Centre.
2. To manage projects in accordance with the City's Procurement Regulations, Standing Orders and Financial Regulations and ensure suitable standards of quality and workmanship are obtained.



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3. To prepare, where appropriate, committee reports for capital and supplementary revenue projects. These may take the form of gateway reports, progress reports, bid reports and issue reports.
4. To prepare, where appropriate, internal reports for the approval of the Centre's Chief Officer (Managing Director).
5. To liaise with other City Departments that may be involved in the preparation of project or progress reports (typically the Town Clerk & City Surveyor).
6. To liaise with City Procurement (CP) and agree the procurement route for the tendering/appointment of all consultants, contractors, and suppliers.
7. To prepare the necessary specification and tender documents for minor projects, together with any progress reports that may be required.
8. To ensure that (where appropriate) quotations and tenders are obtained via CP and the City of London's electronic tendering portal (currently Pro-Contract).
9. To decide or assist in deciding the make-up of a consultant design team for each project (if required) and to ensure that they are appointed under appropriate terms and conditions.
10. To appoint, manage, monitor, and control any consultants that may be required to successfully deliver a particular project and to ensure that the consultants appointed carry out their duties in accordance with their contract.
12. To liaise with other divisions to ensure the smoothest possible execution of work.
13. To pro-actively ensure that 'snags' and/or 'defects' in evidence at the end of a project are rectified in the shortest possible time and to ensure that the project health & safety files and/or operation & maintenance manuals are to the required standard and received by the time a contractor is awarded 'practical completion'.
14. To pro-actively ensure that contractor, consultant and supplier 'final accounts' are agreed and verified in a timely manner.
15. To take note of any 'lessons learned' from all projects managed by the project team, and pro-actively work with your team and other relevant staff/consultants/contractors or suppliers to use these lessons to help in providing improved outcomes.
16. To act as Project Liaison Officer where appropriate.
17. To act as Liaison Officer to the City Surveyor on any projects (usually the larger value projects, typically above £3M) that they manage on behalf of the Barbican Centre and Guildhall School from time to time.
19. To monitor and control capital and revenue expenditure within agreed budgets.



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20. Ensure that the City's project monitoring system (currently Project Vision) is populated with all relevant project information; this along with project progress to be updated monthly.
21. To be a co-operative and working member of the Projects Team and liaise closely with the Engineering Services Team.
22. Take reasonable care for one's own health & safety, and that of other persons that may be affected within the relevant working environment, in accordance with the Centre's, School's, and Corporation's Health & Safety procedures and ensure that contractors meet and comply with current health & safety regulations.
23. To undertake any other duty that may be required by the Head of Engineering and Projects or Director of Operations & Buildings.

## Person Specification

<b>Job Title</b>	Project Manager
<b>Department</b>	Barbican Centre
<b>Grade &amp; Level</b>	F <span style="float: right;"><b>Level:3</b></span>
<b>Trent Position Number</b>	

Please find below the key skills and core behaviours required to undertake this post.

### Professional Qualifications / Relevant Education & Training

- Educated to a degree level in a building related discipline such as architecture, building surveying, engineering, construction, project management or quantity surveying (A),
- A working knowledge of current health and safety legislation in engineering/construction, including the Construction Design and Management Regulations 2015 (A), (I)
- A detailed understanding of construction contracts and contract administration with the ability to draft agreements for consultants and co-commissioning agreements. (A), (I)
- Strong written communication skills with the ability to write clear and concise reports, specifications, tender documents, and applications to statutory bodies (e.g. Building Control, planning permission, and Listed Building consents) (A)
- Exceptional oral skills with the ability to communicate and provide advice at an operational and strategic level and negotiate and consult effectively with stakeholders, developers, consultants, and other relevant parties (I)
- High level of analytical, numerical, and financial skills with a detailed understanding of managing budgets, monitoring project expenditure, forecasting and project risks (A), (I)
- Proven supervisory skills in coaching, motivation, and managing performance (I)
- Extensive knowledge of Microsoft Office with excellent word processing skills including: MS Project, MS Word, MS Excel, MS Outlook, and MS Power Point (A)
- Excellent organisational skills with the ability to coordinate activities in a fast-paced environment (A), (I)

#### **The following would be an advantage**

- Appropriate H&S qualification (IOSH - Managing Safely and/or NEBOSH).(A)
- Knowledge of MS Project and/or MS Access (A)
- A professional qualification in Architecture, Engineering, Building or Quantity Surveying(A)

## Experience Required, including Budget Holding Experience (if appropriate)

- Experience of undertaking, planning and delivery of building and/or engineering related projects in a 'live' environment (A), (I)
- Experience of maintaining project programmes, preparing construction contracts and administration through all stages of the project life cycle including the ability to prepare detailed schedule/scope of works and coordinated tender documentation (A), (I)
- Proven ability to write detailed and complex reports on the progress of major projects and undertake quantitative and qualitative research and to analyse data (A)
- Experience of working with and managing complex numerical data/statistics/budgets, producing regular management information to assist in recognising financial impacts on works and service (A), (I)
- Ability to ensure effective communication and liaison with stakeholders, at all times delivering high levels of customer service (I)
- Experience of working to tight deadlines with the ability to meet targets without compromising on the quality or accuracy of the work produced (I)

### The following would be an advantage

- Experience in working in a public sector type governance focussed environment. (A)
- Proven experience of working in a highly pressured environment working under own initiative and managing own workload (A), (I)

## Recruitment – Note to Applicants

***These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £49,810 to £56,690 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a 12 month fixed term basis

## **Hours of Work**

Normal hours of work are 9.15am – 5.00pm, being hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Two months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.