

ROYAL COLLEGE OF ART

JOB DESCRIPTION

- Title:** Programme Manager
- Directorate:** Buildings and Estates
- Responsible to:** Director of Buildings and Estates

Background

The Royal College of Art is the only entirely postgraduate institution of university status dedicated to research and knowledge exchange, teaching and practice in art, design, communication and humanities. Its international reputation for excellence in teaching, research and employability has been recognised for three successive years by the highly regarded QS World Ranking survey, with the College as the world's number one art and design University in 2015, 2016 and 2017. In 2016/17 the College has more than 1,800 students registered for MA, MRes, MPhil and PhD degrees and over 400 full and part -time academic, technical and administrative staff.

The College is currently located on two sites in central London, in Kensington and Battersea, with a total estate of 29,000 square metres consisting of both purpose built and converted buildings. These include the Grade II listed Darwin Building (1962) in Kensington, Sackler (2007) Dyson (2012) and Woo (2015) buildings in Battersea. The College will open a third campus in White City in September 2017. Technical facilities provided on the estate include provision for making ceramics and glass, sculpture, jewellery, metalwork and textiles, as well as for rapid prototyping and moving image.

In March 2016, the Chancellor of the Exchequer announced an unprecedented grant of £54m to support the expansion of the RCA's campus in Battersea. The total project value is estimated at £108m and will deliver some 15,000 square meters housing four new research centres (in computer science, material science, drawing, and intelligent mobility), programmes from the schools of Arts and Humanities, and Design, and two knowledge exchange labs in advanced modelling and manufacturing and 2D and 3D visualisation.

With major building projects at both Kensington and Battersea, the Programme Manager will be central to the process of transforming the RCA and planning its future success. This is an unprecedented opportunity to make a mark with a world- leading institution through shaping the RCA's estate.

THE PURPOSE OF THE POST

The Programme Manager will be responsible to the Director of Buildings & Estates for the day-to-day leadership and detailed project management of the Battersea South project as well as coordinating activities within Buildings & Estates to make sure other capital projects are aligned and delivered to the agreed time, cost and quality standards.

MAIN DUTIES AND RESPONSIBILITIES

Project Planning & Development

- Develop strategic briefs by exploring options to meet the College's strategic objectives and estates strategy, assessing affordability and achievability
- Coordinate and direct all key internal and external stakeholder input into the project, establishing Project/Programme Boards and working in conjunction with the wider College and governance groups
- Work with the Buildings & Estates team to help coordinate project workstreams together into a cohesive delivery plan
- Promote a balance between architectural design aspirations and providing effective and flexible spatial arrangements that lead to the provision of a safe working environment for all students, staff and visitors
- Carry out Risk Assessments and initiate Feasibility Studies, investigating alternative options to meet the project objectives. With the assistance of specialists, set out base estimates based on Whole Life Costs including treatment of the asset at the end of the contract
- Develop and maintain all project documentation including Business Case, Project Brief, Project Initiation Document, Programme, Cost Plan, Risk Register, Project Execution Plan and Post Project Reviews with the assistance of specialist advisors as necessary
- Work with senior colleagues to set objectives, including Health and Safety, Sustainability and Design Quality. Agree priorities and develop Key Performance Indicators to show objectives are being met
- Provide all required reporting on cost, time, quality and other key performance indicators to Project/Programme Boards and other governance bodies
- Develop and manage change control procedures
- Undertake options appraisals/value management exercises and provide advice to Project/Programme Boards and Senior Management on recommended solutions to achieve project objectives/benefits.
- Work with the College Procurement Advisor to determine and coordinate all necessary procurement activities to include advising

Project/Programme Boards on appropriate procurement strategies, production of tender documentation and tender evaluations

Project Delivery

- Manage timelines and monitor the achievement of project milestones across the entire capital programme
- Manage and motivate the Battersea South project team to deliver on all project objectives, particularly cost, time and build quality
- Manage the Battersea South project budget
- Monitor all risks associated with the project to include the development and monitoring of contingency plans
- Manage any design/build interdependencies including co-ordination between the Battersea South project and other capital projects
- Monitor consultants/contractors in accordance with College procedures, statutory obligations, OJEU legislation and audit requirements
- Establish and maintain close links and regular communication with all stakeholders providing updates on site progress
- Continue to provide all necessary reporting to Project/Programme Boards and any other governance groups

Project Handover and Occupation

- Work with the Building and Estates team in developing acceptable standards relating to long-term maintenance of the building fabric and systems, making sure that projects are successfully handed over to the operational teams, with complete O&M manuals and training
- Manage/monitor and report on the various fitting-out packages of the specialist College teams during beneficial occupation periods of the contract or during post contract works
- Monitor the process for defects/snags to be addressed during Defect Liability Periods agreeing suitable corrective action and monitoring its implementation
- Agree all Battersea South final account sums in line with cost and quality objectives
- Initiate post occupancy reviews with the new occupiers and user groups and project teams. Make sure project evaluation reports are delivered which defines the lessons learnt from the successes/problems of a particular project and are incorporated into subsequent projects

Statutory Requirements

- Ensure compliance with all relevant Health and Safety Legislation particularly CDM (Construction Design Management) Regulations
- Ensure sure that the College effectively discharges its duties under all relevant legislation
- Ensure that the College complies with all Town Planning requirements, including planning consent conditions, Section 106 agreements, site access and noise arrangements etc
- Promote the College wherever possible including:
 - Liaison with peers from AUDE and other groups
 - Sharing Best Practice

PERSON SPECIFICATION

Essential Criteria

- Graduate (or equivalent) qualification in relevant discipline
- Significant experience of successfully delivering major capital projects measured against cost, quality and time objectives
- Significant experience of working at programme level, co-ordinating across a number of capital projects
- Experience of working in complex stakeholder environments, including building relationships with internal and external stakeholders
- Strong written communication skill, including experience of preparing regular reports to Project / Programme boards
- In depth knowledge of all relevant statutory / legislative requirements surrounding capital project delivery
- In depth knowledge of project management best practice
- Working knowledge of construction contracts
- Knowledge and enthusiasm for the work of the RCA

Desirable Criteria

- Experience of working in client-side organisation
- Experience and understanding of Higher Education sector
- Experience of working with 'signature' architects
- Experience of framework procurement

ADDITIONAL INFORMATION

- The College will offer a competitive salary, commensurate with the skills and seniority of the individual appointed.
- The notional working week is 35 hours. The days and times that you are required to work will be determined in consultation with you. Days and times of work may vary due to operational need, subject to consultation with you.
- 30 days annual leave plus bank holidays and extended breaks at Christmas and Easter.
- Contributory defined benefit pension scheme and interest free season ticket loan.

PAY & BENEFITS

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday

6 weeks' (30 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

**Cycle to Work Scheme**

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Professorships and readerships

The College awards professorships or readership to academic staff based on published criteria through an annual application process. Any award is subject to successful completion of probationary period, which is normally one year from first appointment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.