



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post:	Project Manager
Department:	Buildings & Estates (B&E)
Grade:	9
Responsible to:	Head of Capital Projects

Background

The Royal College of Art is the UK's only entirely postgraduate university of art and design, dedicated to teaching, research and knowledge exchange with industry.

The College's 1967 Royal Charter specifies that the College's purpose is "to advance learning, knowledge and professional competence particularly in the field of the fine arts... through teaching, research and collaboration with industry and commerce". Fifty years on, the College remains in the vanguard of creative enquiry, with around 2,000 students from 65 countries registered for MA, MRes, MPhil and PhD degrees. Applications are strong, and the College's strategy sets out an ambitious plan both to increase student places to 3,000 by 2020 and to launch new programmes underpinned by its world-class research.

The College is located on three sites in central London, in Kensington, Battersea and White City. In 2016 the Chancellor of the Exchequer announced an unprecedented £54 million grant to support a major expansion at Battersea to create a flagship innovation campus, housing new research centres, knowledge exchange labs and additional space for the College's highly successful business incubator, InnovationRCA. With planning consent achieved in February 2018, enabling work on the new building is due to start in early 2018 with the completed building being handed over in late 2020.

As well as welcoming students from around the world, the College's global dimension is enhanced through extensive links with business and industry and its partnerships with leading art and design, cultural and educational institutions; including, among many others, its neighbours in Kensington (Imperial College London, the Victoria & Albert Museum, the Royal College of Music, the Science Museum, and the Natural History Museum).

The College has 400 full- and part-time staff, including internationally renowned artists, designers, theorists and practitioners. These staff, together with innovative forms of teaching and learning, dedicated technical facilities and research centres, all contribute to create an exceptional creative and intellectual environment and a remarkable record of graduate employment. Numerous eminent graduates have created far-reaching impact and influence, and the College boasts such noteworthy alumni as Sir James Dyson, Thomas Heatherwick, David Hockney, Tracey Emin, Christopher Bailey, Julien McDonald, Alison Jackson, Idris Khan, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

As Project Manager, responsible to the Head of Capital Projects for the day- to-day project management of various Capital & Minor Works projects ensuring the deliverables are achieved to the agreed time, cost and quality standards.

Main duties and responsibilities

1. Project Planning & Development

- Coordinate and engage with all key internal and external stakeholders inputting into the project, working in conjunction with the Head of Capital Projects, Project Boards, wider College and governance groups.
- Work with the wider Buildings & Estates team and engage with the various project workstreams achieving together a cohesive delivery plan.
- Promote a balance between architectural design aspirations whilst providing spatially effective and flexible design arrangements that lead to the provision of a safe working environment for all students, staff and visitors.
- Maintain project documentation including Programme, Cost Plan, Risk Register, Project Initiation Plan and Post Project Reviews with the assistance of specialist advisors as necessary.
- Manage delivery to set Key Performance Indicators demonstrating objectives are being met, including Health and Safety, Sustainability and Design Quality.
- Provide all required reporting on cost, time, quality and other key performance indicators to Project / Programme Boards and other governance bodies.
- Manage change control procedures.
- Undertake value management exercises and provide advice to Head of Capital Projects on recommended solutions to achieve project objectives / benefits.
- Work with the College Procurement Advisor coordinate all necessary procurement activities required to include production of tender documentation and tender evaluations.

2. Project Delivery

- Manage timelines and monitor the achievement of project milestones across the project.
- Manage and motivate the Contractors & Professional team to deliver on all project objectives, particularly cost, time and build quality.
- Manage the project financial reporting and monitor against budget advising Head of Capital Projects of any variation.
- Monitor all Risks associated with the project to include the maintaining of the project risk register.
- Establish and maintain close links and regular communication with all stakeholders.
- Assist Head of Capital Projects in monitoring consultants / contractors in accordance with College procedures, statutory obligations, OJEU Legislation and audit requirements.

3. Project Handover and Occupation

- Work with the Building & Estates team in delivering the required standards relating to long-term maintenance of the building fabric and systems, making sure that the

projects is successfully handed over to the operational teams, with complete O&M manuals and training.

- Implement the process for defects / snags to be addressed during the Defect Liability Periods agreeing suitable corrective action and monitoring its conclusion.
- Prepare the final account sums in line with cost and quality objectives for approval by the Head of Capital Projects.
- Make sure Compliance with all relevant Health and Safety Legislation particularly CDM (Construction Design Management) Regulations.
- Make sure that the College effectively discharges its duties under all relevant legislation.

Person Specification

Essential:

- First degree in relevant field or equivalent experience.
- Significant experience project management.
- Experience in contract selection & management, procurement and tendering.
- Experience of delivering projects on time and within budget.
- Knowledge of relevant legislation and regulations and their application.
- Experience of using strong interpersonal, communication and influencing skills, to manage relationships with multiple stakeholders at all levels.
- Excellent organisational skills and the ability to multi-task when dealing with conflicting, time-sensitive demands.
- Demonstrable, well-developed problem-solving skills.
- Ability to objectively consider options and use own initiative to make reasoned, well-informed decisions.
- Demonstrable negotiation skills with multiple stakeholders at all levels.
- Working knowledge and experience of using Microsoft Office Programmes, Google Docs and databases.

Desirable:

- Membership of APM or relevant industry body.
- Building services experience.
- Project administration (familiar with Prince2 or similar process).
- An affinity for and understanding of the working culture and ethos of a higher education or cultural institution.

Additional Information

- Salary working 35 hours per week: £45,002 - £50,306 per annum inclusive of London Allowance.
- Normal hours will total 35 hours per week over five days, with an hour each day for lunch.
- 25 days annual leave plus extended breaks at Christmas and Easter.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.

JULY 2018

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

5 weeks' (25 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.

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.