

Job Title	Project Manager
Responsible To	Head of Property and Facilities
Responsible For	No direct reports
Overall job purpose	To oversee site-wide Capital Projects leading on the procurement and delivery of major works.
Key internal relationships	Head of Health and Safety Head of Security Head of Park and Environmental Sustainability Head of Strategic Planning and Programmes The post holder is expected to work collaboratively across all teams
Key duties and responsibilities	<p>Capital Project Management: Oversee Capital Projects leading on procurement and delivery working within agreed time frames, budget and scope. Includes coordinating with contractors on site to manage ongoing works, and liaising with internal stakeholders to identify how works can be delivered alongside commercial activity. Monitor progress against key milestones and manage any contractual or operational risks to ensure successful project delivery.</p> <p>Contract management: Develop, negotiate and oversee contracts with contractors, suppliers and vendors. Ensure all agreements align with project goals, budgets and legal requirements.</p> <p>Strategic Projects Work with the Head of Facilities to develop and implement long-term strategic plans that align with the organisation's goals. Contribute to the continuous improvement of processes and the integration of sustainable practices across the Park and Palace</p> <p>Estates Maintenance, Repair, and Restoration: Assist in the management of daily maintenance, safety and compliance operations on site. Including supporting with:</p> <ul style="list-style-type: none"> • Inspect and monitor the quality of work on the estate • Coordinate maintenance requests ensuring they are handled promptly and effectively. • Oversee nominated trades working on the estate, ensuring coordination and tasks are completed to an exemplary standard. • Contribute to long-term plans for preventive maintenance and a five/ten-year plan for protecting assets, in line with the current maintenance plan • Uphold effective procedures and policies to ensure efficient work practices and compliance with site rules, regulations, laws, and health and safety requirements.

	<ul style="list-style-type: none"> • Monitor nominated external contractors to ensure they meet required standards, timeframes, and stay within budget. <p>Technical and Operational Duties:</p> <ul style="list-style-type: none"> • Apply technical and practical expertise to support the organisation’s Vision & Goals. • Regularly inspect public areas and back of house to ensure they are well-maintained. • Continuously assess the quality of work, address feedback, and resolve issues. • Focus on improving service delivery. <p>Budget and Cost Control:</p> <p>Work closely with finance teams to track expenditures, approve payments and ensure successful project delivery.</p> <p>Deputise for the Head of Property and Facilities and Clerk of Works as and when required.</p>
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Person Specification	<p><u>Essential</u></p> <p>Education / Qualifications / Memberships</p> <p>NEBOSH, IOSH or Equivalent Health and Safety qualification.</p> <p>Experience</p> <p>Experience working in a similar role overseeing a variety of projects</p> <p>Experience in managing a team of tradespeople and coordinating various trades on-site</p> <p>Experience of managing major capital and refurbishment projects</p> <p>Skills and Knowledge</p> <p>Good working knowledge of all aspects of building works</p> <p>Organised and disciplined approach with strong prioritisation skills and the</p>	<p><u>Desirable</u></p> <p>Formal Engineering qualification at HND level or above</p> <p>Relevant Professional qualification CIBSE, CIOB, RICS</p> <p>Experience of managing scheduled building maintenance including Mechanical and Engineering</p> <p>Experience of working in a commercial, cultural, arts, entertainment or leisure venue</p> <p>Familiarity with local government and its procedures processes and procurement practices</p>
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	<p>ability to work and deliver under pressure</p> <p>Able to solve problems with confident and effective decision-making skills, common sense approach</p> <p>Excellent communication skills, able to build relationships and present information to diverse audiences in a clear and succinct manner.</p>	
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