

Job Description

Job Title	Project Manager (Heritage) LTA 3 years
Department	Manx National Heritage
Location	Manx Museum
Grade	Pay Band 19 / D500 (£35,537 - £41,507)
Responsible to	Head of Properties
Responsible for	N/A

Manx National Heritage (MNH) is the trading name of the Manx Museum and National Trust (MMNT). It functions as the national heritage agency for the Isle of Man and is a registered charity that receives financial support from Isle of Man Government and also benefits from the practical and financial support of the Friends of Manx National Heritage (FMNH).

MNH owns and manages approaching 3000 acres of Manx 'National Trust' land, including the Calf of Man & Bird Observatory, The Sound and Maughold Head together with 13 principal admission sites, a range of historic and non-historic buildings and a number of field monument sites.

Job Purpose

The post holder will lead and manage the design, procurement and delivery of a range of repair, conservation and development projects to time, quality and cost.

Individual projects vary considerably in complexity and budget. The post-holder will be required to possess an understanding and sympathy for established conservation philosophy and knowledge and experience of managing design teams and projects to protected buildings/areas within the historic environment.

The ideal candidate will be highly motivated and organized, with strong written and oral communication skills, experience in managing projects up to £1m in value and the ability to work independently. A high standard of report-writing skills are essential as is experience of UK/Isle of Man planning and development processes.

Main Duties and Key Accountabilities

A summary of the key day-to-day duties is provided below:

The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department or Board, or person duly authorised by the Department or Board, may from time to time give.

In addition to this:

- Manage a range of repair/maintenance, conservation and development projects through complete project lifecycles in accordance with MNH agreed priorities and financial procedures to time, budget and quality
- Establish, lead and inspire internal Project Teams and external Design Teams to ensure successful, safe and high quality outcomes are achieved
- Evaluate, monitor and regularly review and report on project risk and progress.
- Effectively communicate with all stakeholders throughout the project lifecycle and ensure good relationships are established and maintained to facilitate the efficient and high quality delivery of projects
- Procure and manage the services of consultants, contractors and suppliers, ensuring best value and expertise is achieved
- Effectively manage delegated project budgets reporting on progress and exceptions
- Collaborate and communicate effectively with relevant colleagues across the organisation to achieve project success and support the strategic aims of MNH
- Work with colleagues to facilitate opportunities for public engagement, training and conservation awareness activities through the delivery of projects

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

Health and Safety

The post holder will be responsible for their own health and safety, the impact of their actions and the planning and execution of projects on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of MNH.

Integrity

As an appointee of MNH the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all MNH business and to uphold such confidences.

Qualifications and Experience

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- Minimum 2.1 degree or post-graduate qualification in a building or construction discipline
- Professional membership of the Royal Institution of Chartered Surveyors or Registered Architect
- Professional accreditation in building conservation and/or membership of IHBC

Competency Levels For This Post Are

Leading and Working Together – Level C

Sets challenging objectives for themselves and the team; motivates colleagues, showing an energetic and positive approach; works collaboratively with colleagues; sets a positive example and offers praise and support as appropriate; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally; manages potential conflict with tact and diplomacy.

Communicating and Influencing – Level D

Communicates clearly and concisely orally and in writing and is effective in communicating with colleagues at all levels including Chief Officers and politicians; prepares thoroughly and puts forward balanced proposals highlighting costs and risks as well as the benefits; lobbies effectively taking account of organisational and political processes; a flexible negotiator who is adept at finding 'win-win' solutions.

Achieving Results – Level C

Sets realistic plans, schedules activities and resources to deliver to agreed timescale; communicates openly to ensure plans and priorities are updated; seeks out information from different sources and perspectives; anticipates potential problems inherent in alternative courses of action; uses experience and knowledge to assess the best course of action; strongly focused on achieving results; takes responsibility for ensuring that the business plan objectives are met.

Delivering a Quality Service – Level D

Shows a passion for providing excellent service to internal and external customers; sets standards for the Division/Department and high expectations of work from themselves and colleagues; communicates strong expectations for the improvement of service delivery; reviews benefits, costs and value for money and encourages colleagues to look for ways to improve performance.

Changing and Learning – Level B

Assists, coaches and advises colleagues to develop competence and confidence; actively looks for new, better ways of working; offers opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience in their work.

Showing Commitment and Resilience – Level D

Demonstrates clear and sustained drive and determination to deliver and to succeed. Able to cope with difficulty and frustration and remain committed and positive. Calm and confident under pressure.

**Isle of Man Civil Service
Person Specification**

Post: Project Manager

Department: Manx National Heritage

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
Minimum 2.1 degree or post-graduate qualification in a building or construction discipline	E	CV
Degree or post-graduate qualification in Building Conservation	D	CV
Professional membership of the Royal Institution of Chartered Surveyors or Registered Architect	E	CV
Professional accreditation in building conservation and/or have full membership or be eligible for membership of IHBC.	E	CV
Experience		
Minimum 3 years' experience of planning and delivering projects within the heritage sector	E	CV/Interview
Track record of project management for new-build construction projects	E	CV/Interview
Experience of structured project management systems	E	CV/Interview
Proven experience of managing projects with multiple stakeholders	E	CV/Interview
Knowledge and Skills		
A good understanding of current building conservation principles and techniques	E	CV/Interview
Experience of managing planned maintenance and repair projects across a wide range of ages and types of historic building and monuments	E	CV/Interview
Knowledge of the UK and/or Isle of Man planning systems as they relate registered (listed) buildings, conservation areas and ancient monuments.	E	CV/Interview
Financial management and procurement of construction projects	E	CV/Interview

Understanding of H&S regulations (including CDM regulations) and DDA/Equality requirements	E	CV/Interview
Excellent written and verbal communication skills	E	CV/Interview
Experience in the use of GIS and mapping applications	D	CV/Interview
Experience in the use of digital asset management systems		CV/Interview
Competent in the use of ICT, PC and other technologies	E	CV/Interview
Understanding of the impacts of archaeological and ecological assets on project sites	E	CV/Interview
Disposition		
Ability to work calmly under pressure to meet deadlines and to work on multiple projects	E	CV/Interview
Self-starter with initiative to complete projects to meet the agreed requirements and standards of the end-user to time and budget	E	CV/Interview
Strong organisational ability, for effective management of own and others priorities, workloads and deadlines	E	CV/Interview
Willingness to support and deliver overall objectives and strategies across MNH	E	CV/Interview
Excellent interpersonal and communication skills	E	CV/Interview
Ability to deliver appropriate media and public presentations	E	CV/Interview
Circumstances/Interests		
Current driving licence and use of own vehicle	E	CV
IOM Worker Status	D	Application