



Commercial Project Manager

JOB DESCRIPTION

Job title:	Commercial Project Manager
Based:	The Old Police House, Hyde Park, London, W2 2UH with travel to other Parks
Salary:	£35,234 - £41,000 per annum, depending on experience.
Terms:	Permanent contract on a full-time basis (36 hours per week) 26 days annual leave pro rata plus public holidays. A pension scheme is available.

REPORTING TO: Head of Commercial Projects

KEY INTERNAL

RELATIONSHIPS: Commercial Director, Commercial Development Manager, Commercial Projects Officer, Head of Events and Filming, Senior Event Managers, Head of Catering Contracts, Assistant Catering Contract Manager, Head of Procurement, Special Projects Manager, Financial Planning Manager and Park Managers.

KEY EXTERNAL

RELATIONSHIPS: Catering Consultant, Commercial Partners, Commercial Lawyers

BACKGROUND

The Royal Parks is a charity created in March 2017. We manage over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James's Park, The Regent's Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

JOB PURPOSE

This post, Commercial Projects Manager will support and lead where appropriate key Commercial projects through to a successful delivery.

The Commercial Directorate supports the delivery of corporate objectives by growing commercial income generating activity, delivering improved value for money from contracts, developing wider commercial partnerships, developing business opportunities and engaging with businesses, cultural institutions and the London visitor economy.

The Commercial Team is focused on three things:

1. **Project managing high value commercial tenders** – predominantly events and catering;
2. Initiating and leading or supporting **commercial development projects**, and providing **commercial advice** to existing or new projects and programmes; and
3. Providing **contract management advice and support** to high value contracts

All commercial activity should be sustainable, consistent with the charity's values and sympathetic to the historic park environment. The impact of income generation on key stakeholder groups should be understood and managed appropriately.

MAIN DUTIES/RESPONSIBILITIES

1. Project managing income generating projects, by applying the appropriate project management disciplines and processes which result in the best outcome for the charity.
2. Supporting the development of business cases and financial analysis to ensure full understanding of the operational and financial impacts of commercial projects and any risks to delivery.
3. Define and engage project stakeholders, directing managing and motivating project teams to achieve project milestones and the desired project outcome. Maintain and promote compliance with all TRP Procurement and other policies, regulations and standards as appropriate and to the satisfaction of the associated Project Board.
4. Leading best practice in relationship and contract management, communicating in a clear and concise manner and being proud to identify as working for and on behalf of The Royal Parks.

1. **Project managing income generating projects, by applying the appropriate project management disciplines and processes which result in the best outcome for the charity.**

You will be working with internal and external stakeholders, developing and championing clear project management disciplines. You will be responsible for managing the pace of a project, alongside evaluating key indicators such as cost and time. You will lead the drafting of key tender documents to a high standard and meeting the objectives of the project. You will be responsible for managing projects from the initiation stage through to project close and lessons learnt; these should be standardised processes in order to maintain the integrity of the current project and the resilience of future projects.

You will be the go-to person on all wider Programme matters which may impact on the successful completion of those projects sitting in the Commercial Directorate.

2. Supporting the development of business cases and financial analysis to ensure full understanding of the operational and financial impacts of commercial projects and any risks to delivery.

You will support the development of business cases justifying selected commercial models and procurement approaches, as well as investment. Working closely with the wider Commercial Directorate you will gain a clear knowledge of workflow, operational matters and financial results and budgets. This will enable you to manage expectations and project delivery in line with budget and overall financial results.

3. Define and engage project stakeholders, directing managing and motivating project teams to achieve project milestones and the desired project outcome. Maintain and promote compliance with all TRP Procurement and other policies, regulations and standards as appropriate and to the satisfaction of the associated Project Board.

You will define and engage the individual project stakeholders, both internal and external, alongside those peers who will sit on the Project Board. You will be the main point of contact on all matters arising and where required feed into the Programme Manager for more complex projects. You will act as a coach to those less experienced in projects and will see every project as an opportunity to gain knowledge, experience and understanding of The Royal Parks, and how your contribution is consistent with our purpose and charitable objects.

4. Leading best practice in relationship and contract management, communicating in a clear and concise manner and being proud to identify as working for and on behalf of The Royal Parks.

You will recognise the importance of developing and maintaining strong relationships. You will demonstrate strong values and behaviours when establishing beneficial working relationships, and will remain open, honest and only act with total integrity. Working with and through others, both in the Commercial team and across the organisation as a whole, you will further the charity's vision and values.

PERSON SPECIFICATION

Selection Criteria	Essential / Desirable
Qualifications	
<ul style="list-style-type: none"> Qualification or equivalent experience in relevant subject matter (Business, Financial, Operational) 	E
<ul style="list-style-type: none"> Formal Project Management 	E
Experience	
<ul style="list-style-type: none"> Demonstrable experience of project managing tenders and contracts generating income up to £1m per annum. 	E
<ul style="list-style-type: none"> Has worked in and contributed to collaborative Project and departmental team environments and is comfortable in supporting and being supported by the Head of Commercial Projects to deliver business and team objectives. 	E
<ul style="list-style-type: none"> Can interpret and deliver a range of financial data and management information to support business case development. Demonstrates good financial and budgetary disciplines. 	E
<ul style="list-style-type: none"> Is able to confidently engage colleagues, stakeholders and partners. has formed and developed strong relationships in order to achieve the necessary engagement in project development and delivery. 	E
Skills, knowledge and ability	
<ul style="list-style-type: none"> Excellent interpersonal and communication skills - is articulate, demonstrates good presentation and written communication skills, and high attention to detail. A natural influencer of people who can co-ordinate across multiple teams. 	E
<ul style="list-style-type: none"> Exceptional planning and organising skills - able to plan and prioritise own time effectively, and anticipate and adjust for problems, risks or changing requirements to keep delivery on track, remaining positive through challenge. 	E
<ul style="list-style-type: none"> Ability to lead and work both within a team and on individual basis to achieve goals 	E
<ul style="list-style-type: none"> Flexibility to work outside of normal working hours if required 	E
Other	
<ul style="list-style-type: none"> Commitment to The Royal Parks' values of being accountable, excellent, inclusive, open and respectful. 	E
<ul style="list-style-type: none"> Interest in the work of The Royal Parks and its themes of Nature, Heritage and Well Being. 	D