

**Construction Project Manager x2**

**JOB DESCRIPTION**

**Job title**: Construction Project Manager

**Based**: The Old Police House, Hyde Park, London, W2 2UH with travel to all parks

**Salary**: £41,551-£45,886 per annum, depending on experience.

**Terms**: Permanent contract on a full-time basis, 36 hours per week

26 days annual leave plus Public Holidays [increasing to 29 days after 3 years’ service

 A pension scheme and healthcare plan are available.

**Reporting to:** Project Sponsor or Senior Architectural Designer

**Responsible for:** No line management responsibilities currently as a new role.

**Internal relationships:** Director of Estates and Projects,Project Sponsor, Senior ArchitecturalDesigner, Existing Project Manager, Park Managers and Assistant Park Managers, Works Team (including Facilities Contract Managers), Landscape Team, Arboriculture and Ecology Team, Procurement, Commercial team, Finance Team (Finance Business Partner) Fundraising and Engagement Team, Project Board Membership and Strategy and Portfolio Office (reporting)

**External relationships** Building Contractors and multi-disciplinary consultants procured/employed to provide design team services to The Royal Parks; Statutory Undertakers; Councillors; Friends Groups; Historic England; Planning officers; Members of interest groups and other organisations involved with the Parks

**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’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.

The Projects team is a key team within the organisation who in the past have developed and delivered exciting programmes and projects such as:

Legacy

* £7m+ multifaceted projects in Bushy Park and Brompton Cemetery (HLF funded)
* Creation of the highly successful sports pitches and Hub in The Regent’s Park
* Creation of multiple new catering outlets such as the Italian Gardens Cafe in Kensington Gardens
* Construction of the new £5.2m Hyde Park Nursery
* 7th July Memorial
* Lodges and public toilet refurbishments
* Multitude of other projects unique to the Parks listed landscapes

More Recently

* New Café, Volunteer Accommodation and Learning Centre and toilets in Greenwich Park as sub projects of the HLF grant funded *Greenwich Park Revealed* programme of landscape restoration projects.
* Series of toilet conversions to provide toilets and catering kiosks across all parks.
* Series of water related infrastructure projects
* New café in Richmond Park set within the landscape (currently at RIBA Stage 3)
* Demolition and enabling works supporting *The Regent’s Park Store Yard Masterplan* to create a new Garden to commemorate the life of Queen Elizabeth II in The Regents Park.
* Range of feasibility studies to convert buildings to new uses including former public toilets in Kensington Gardens

All the above projects require a greater or lesser degree of collaboration with our colleagues in Park Management, the Landscape Team (Projects with landscaping) and Works team (who are responsible for the maintenance of the built asset upon handover). All of these programmes and projects are designed to improve the quality of the Grade 1 listed landscapes but they also help us to achieve our charitable objectives including Welcoming the Visitor (77 million annual visitors) whilst at the same time improving the sustainability of the organisation.

This is an exciting time to join The Royal Parks and Projects Team, which has grown significantly since gaining charitable status which has given us greater freedom to work in ways that will benefit the parks and its users. The Royal Parks are a key part of London and in this role you will be able to develop a wide range of professional skills in a very unique historic environment.

**JOB PURPOSE**

Working within the Projects Team you will work on a range of refurbishment and new build projects from research to feasibility stage to design/planning submission detailed design and construction/handover, on programme and to budget. There will be a need to bid internally for project approval/budget and to report regularly to project boards or TRP board on flagship projects. RIBA Stages are now defined as Strategic Definition (0), Preparation and Brief (1), Concept and Design(2), Developed Design(3), Technical Design(4), Construction(5), Handover and Close Out(6) and In use (7).

You will manage multi-disciplinary external professional team members such as landscape architects, planning consultants, engineers (MEPH / structural / civils / water) and framework building contractors, as well as specialist contractors to deliver projects assigned to you. You will be responsible for managing various work streams within the larger project, with Senior Project Managers managing higher value or more complex project. You will be expected to seek advice and work collaboratively with your line manager and projects team as required.

**MAIN DUTIES/RESPONSIBILITIES**

The main Projects you would be expected to work on are as follows:-

1. **Volunteering Programme of refurbishment projects across Parks (repurposing existing buildings to provide welfare accommodation)**
* To act as client representative/project manager reporting to/liaising closely with the TRP Senior Architectural Designer
* St James’s’s Park/Hyde Park/Kensington Gardens. Lead on Feasibility Studies on several buildings as to feasibility/suitability/conversion costs, starting with preparation of Project Mandate/Brief.
* Working with external consultants to detail design and in collaboration with the Planning Consultants, lead on working the scheme up and establish whether proposed schemes require full planning or classifies as Permitted Development.
1. **The Regent’s Park New Learning Centre in the Old Ironworks site off Inner Circle.**
* Conversion of existing dilapidated buildings for new ‘education’ use

Lead on feasibility studies and optioneering to transform these dilapidated buildings and landscape into a Learning Centre for community and young people use.

1. **The Regent's Park and Hyde Park Tennis Court clubhouses.**
* Existing feasibility studies being undertaken by consultants to establish options for improving the facilities for an enhanced sports offer. Following this, you will lead the Projects team’s work to build out/convert the buildings subject to the findings.
1. **Kensington Gardens. Prestigious Diana Memorial Playground welfare facilities**
* This building is at the heart of this immensely popular and well used playground which is being refurbished.
1. **Hyde Park Nursery Heating Project.**
* Replacement of boilers with energy efficient alternatives. The heating fuel has recently been upgraded but the boilers are vintage and inefficient.
1. **The Regents Park Chester Road Toilets**
* Lead on works to Chester Road Toilets to reposition and refurbish the toilet block, as part of the new flagship project *“The Regents Park Storeyard Project” which is* underway to create a new garden dedicated to our late Queen.
1. **Changing Places Toilets**
* A feasibility study is underway to establish the principle of providing “*Changing Places*” toilets in all Parks. You will then lead on a review of suitable sites and move to implementation/build out of sites.
1. **Design Framework/Call off Contract Procurement**
* We have several frameworks up for renewal and you will participate/assist with the preparation of the tender documentation depending on the procurement strategy adopted. Experience of working with procurement teams on such work would be particularly valued.
1. **Feasibility Design Work /Other project management work**
* Lead on or assist the Projects team with other project work that may arise.
* The Commercial team are reviewing retail opportunities in the Parks which if progressed within a build environment the Project’s team will develop and you will be part of the team reviewing or taking on developing these schemes.

You would be expected to be involved in other areas of project management and responsible for other duties as follows:

1. **Procurement, Contract Administration and Prince 2 Project Processes**
* Prepare briefs, procure, manage, and deliver specific surveys, services or works requirements and manage specific packages of work within the larger project
* Ensure projects are procured in accordance with internal guidelines and procedures.
* Assist with or lead on the procurement of services and works required to deliver projects. This will include identifying service providers or suppliers and obtaining competitive quotations and utilising existing frameworks.
* Assist with or lead on contract administration under the NEC3 or similar suite of contracts.
* Ensure you use the relevant Prince 2 templates to brief on/instruct all works and for reporting purposes as guided by senior managers and follow new NEC3 (or other agreed suite such as JCT) procurement processes in accordance with best practice.
* Update project programmes and provide project reports/updates as required in the correct format to the relevant Boards and internally (Strategy and Portfolio Office required Status Reports).
* Convene and lead all project team and progress meetings with consultants, stakeholders and project partners. Minuting is usually provided by the Project Support Officer, but if not then take summary notes and create Action Logs as required.
* Coordinate submission of design information from consultants and subcontractors and carry out document control & filing. File key project information such as minutes, decisions, final drawings and specifications in TRP’s records management system and manage a monitoring document for the project.
* Prepare Control Logs/Risk/Issue registers as part of managing your projects and escalate/report upwards as required.
* Support the project team with the development of the business plan, liaising with managers and the Project Support Officer
1. **Stakeholder and Community Engagement**
* Where projects are sufficiently developed for external consultation, work closely with the internal Comms team on the organisation, delivery and recording of public engagement events.
* Represent TRP as directed in Teams or Public engagement sessions in an effective and efficient working to support the development of positive relationships with all stakeholders and delivery partners.
1. **Budget Control and Financial Reporting on Projects**
* Raise purchase orders and process invoices in Business Central accounting software and maintain a project ledger that provides an electronic record of all invoices, purchase orders and income receipts for the project.
* Assist with financial analysis in conjunction with The Royal Parks’ Finance Team and Project Managers.
* Prepare Procurement Package Orders in support of Finance Purchase Orders.
* Responsibility for reporting to Project and Main Board meetings, updating on the financials and project status as required.
1. **The Royal Parks Policies and Procedures** (You will be inducted on these when you start)
* Be aware of your responsibilities as described in the TRP Health & Safety Manual and summarised in the Health & Safety Handbook and in particular to implement the policy in your area of responsibility.
* Ensure compliance with Health & Safety regulations by all staff, contractors and volunteers working in the Parks with the support of TRP H&S representative.
* Comply with all Royal Parks’ policies including Health and Safety, diversity & equality, information assurance, financial management regulations and other relevant Royal Parks and Government regulations and directives.

**PERSON SPECIFICATION**

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|  | **Essential / Desirable** |
| **Qualifications** |
| * Degree level or equivalent through relevant training/experience
 | **E** |
| * PRINCE2 Foundation (or equivalent) or Project Management Graduate with relevant post-qualification experience. Member of Association for Project Management (APM) or working towards it.
 | **D** |
| **Experience** |
| * Management experience gained ideally in an estates/construction project management environment and multi-disciplinary teams of professionals including but not limited to architects, engineers, surveyors and landscape architects
 | **E** |
| * Strong experience of effectively managing building contractors inspecting to a broad range of agreed standards, and keeping accurate records
 | **E** |
| * Effective management of key working relationships – stakeholder management. Understanding and appreciation of The Royal Parks’ wider role and responsibility in the community, and to adjoining owners and stakeholders.
 | **D** |
| * Experience of planning application submissions and working with planning consultants.
 | **E** |
| * A proven record of completing work within tight deadlines, highly developed negotiation, and customer-facing skills.
 | **E** |
| * Experience of working with procurement managers to set up new design team services frameworks or building contractor frameworks, particularly to craft appropriate quality/price criteria to score and set/score KPI’s.
 | **E** |
| * Ability to define a projects scope and goals (through a Mandate and Project Brief), identify resource requirement and set out a project programme, create a risk register and understand the need for Quality Assurance and delivery/tracking of projects to time and budget and post project evaluation (Lessons Learned etc.). To include initial project/site research.
 | **E** |
| **Skills, knowledge and ability** |
| * Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to identify the best option.
 | **D** |
| * Experience of Change Management/Change Control with experience of public sector procurement and contract administration including NEC and use of Compensation Events.
 | **D** |
| * Financial reporting understanding. Report writing and analytical skills.
 | **D** |
| * Good communication skills
 | **D** |
| * High level of organisation, with the ability to multitask and prioritise workload
 | **D** |
| * A confident and competent project or programme leader
* to influence at all levels internally and externally.
 | **D** |
| **Other** |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to building and supporting diverse and inclusive teams.
 | **E** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. Successful candidates will be appointed on merit and we encourage applications from candidates from all backgrounds.