



HISTORIC ROYAL PALACES

Job Profile – Project Manager

Location: Working across all palaces, but based at the Tower of London

Reports to: Head of Projects/ Surveyor of the Fabric

Responsible for: Indirect Reports, Consultant Teams
Delegated Major Project Budgets £millions

Purpose of this role:

1. To plan, develop and project manage a portfolio of HRP's projects (across all HRP sites) from inception to completion; managing both the client and supply side of projects; keeping to budget, to programme and to HRP quality standards.
2. To help identify maintenance and improvement needs through period surveys and to help formulate programmes of work.
3. To provide surveying and construction advice and support to HRP staff and project teams.
4. To explain HRP's conservation activities and expertise.

Date: January 2023

What you will be doing in your role:

Note that the balance of activities described below will vary depending on the nature and complexity of individual projects/ portfolios of projects. Development projects that bring greater organisational change typically need much greater focus in Project Sponsorship.

1.0 Client-side: Project Sponsorship

Acting as a single focal point for the HRP-wide corporate interest and to successfully manage the Client side of the Project. In summary:

- 1.01 Developing the project proposal by:
- Adopting appropriate Stages and Gateways.
 - Identifying or agreeing the business need and project objectives.
 - Where needed, agreeing fund-raising strategies, preparing and co-ordinating supporting information for HRPs Development team.
- 1.02 Defining the Project including:
- Co-ordinating and refining user requirements and stakeholder input.



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- Preparing and refining the Brief, the Programme and the Business Case.
 - Ensuring alignment with HRP principles and strategies.
 - Preparing feasibility studies, options appraisals and recommendations.
 - Chairing project specific sustainability workshops.
- 1.03 Managing the Client-side Project team:
- Securing and agreeing roles and responsibilities across departments.
 - Co-ordinating and channelling end-user input throughout the life of the project, managing expectations.
 - Fostering teamwork, chairing project team meetings and co-ordination of activities and inputs.
 - Allocating work packages ensuring no issues are double-counted or omitted.
 - Coordination of client comments on design information via meetings and/or drawing review.
- 1.04 Managing Communications:
- Reporting on project progress (time, cost and performance) to Team Leaders/Project Boards and the Executive Board.
 - Establishing and implementing wider Communication Plan as needed.
- 1.05 Formal Project Closure.

2.0 Supplier/Consultant-side: Project Management

Managing the Supply side of major projects, being responsible for their delivery. Providing the focus for the day-to-day management of the capital project team.

- 2.01 Planning the project:
- Defining and developing the PEP (scope, briefs, cost plan, programme, risk register, contingency plans etc).
 - Defining and managing project control and project budget mechanisms, reporting, communicating and consulting – achieving Gateways.
- 2.02 Selecting, appointing and managing the design team.
- To develop the project through RIBA stages.
 - Review and comment on design information produced at each stage in accordance with the brief.
- 2.03 Managing the Project Plan:
- Managing the sign-off of all project decisions: milestones, Gateways, Business Cases and arranging all pre-meetings required to achieve them.
 - Regularly reviewing the Project Plan, with the Project Team, and updating as required.
- 2.04 Managing the Project Budget:
- Managing the creating and maintenance of the Cost Plan.



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- Instituting and managing change control.
 - managing the contingencies and risk allowance.
 - Fee agreements and invoice approval for design team consultants.
- 2.05 Managing Risk and Quality:
- Creating and maintaining the Risk Register.
 - Reviewing, with the team, design development against the Brief to ensure all objectives and benefits are achieved.
 - Co-ordinating value management and project appraisals as required.
- 2.06 Managing Statutory requirements:
- Managing HRP's responsibilities under CDM, and other H&S compliancy legislation, HRP's Fire Safety strategy.
 - Statutory approvals including pre-application consultation, with Historic England and the LPA, for Scheduled Monument Clearance, Listed Building Application and Planning Permissions.
 - Managing the liaison with other key stakeholders including CoL.
- 2.07 Procurement and supplier selection:
- Establishing the procurement strategy with the support of the QS and Design Team.
 - Co-ordinating approval of tender lists, boards and approvals of recommendations for appointment.
 - Updating the Business Case.
 - Tendering with QS advice. Appointing contractors and suppliers in accordance with HRP's procedures and use of construction management software so all is transparent and auditable.
 - Undertaking PCR 2015 for relevant projects
- 2.08 Implementing by administering the terms of the contract:
- Problem solving using change control processes; regular reporting.
 - Co-ordinating commissioning, as-built info and Final Account
- 2.09 Preparing the post-project review and report.

All using documentation and templates in the 'HRP Project Management Manual'

In addition, using experienced Project Management skills to locate blockages to the programme, identify and mitigate risk, problem-solving and removing barriers to the successful completion of Projects, referring up if necessary.

3.0 Maintenance and Improvement Programmes and Policy



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- 3.01 Contributing to the identification of maintenance and improvement needs through periodic surveys and inspection.
- 3.02 Contributing to setting building conservation standards and priorities.

4.0 Professional Advice

- 4.01 Providing or co-ordinating advice on a range of technical matters relating to projects, building conservation, structural issues, fire protection etc.
- 4.02 Keeping up to date on all technical and conservation matters / CPD.
- 4.03 Participation in cross-functional project teams.

5.0 Explaining Conservation

- 5.01 Ensuring high quality interpretation is provided on all projects, using an appropriate range of site-based or web-based media.
- 5.02 Preparing and hosting site visits/ workshops for staff/ and external groups.
- 5.03 Carefully documenting records of all conservation work undertaken.

6.0 Other

- 6.01 To undertake any other reasonable tasks as requested by your manager.

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change.

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working.

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom.

Fresh Thinking

Demonstrating the courage to push the boundaries; striving to stretch ourselves.

In this Together

Working collaboratively across the organisation; investing time in building trusted relationships to create 'one team – one HRP'.

Inspire Success [Managers and Team Leaders only]

Enabling and supporting your staff to succeed.



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Other requirements

In addition to the above you are also required to have read and to comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.



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Project Manager

Who we are looking for...

Criteria	Essential	Desirable
Qualifications	Professionally qualified in a construction discipline (RICS / RIBA ARB or equivalent).	Post-grad building conservation MSc/Diploma.
Experience	<p>Relevant post-graduate experience including some conservation, demonstrable through projects.</p> <p>Project Management - leading multi-disciplinary construction projects.</p> <p>Knowledge of the Legal (including Fire, H&S and Environment) &</p> <p>Planning framework for construction and the historic environment.</p> <p>Contract & Procurement Strategies.</p>	Management of traditional construction projects.
Knowledge and other skills	<p>Microsoft Word and Excel.</p> <p>Ability to work with minimal supervision to deliver projects within time, cost and quality parameters Technical knowledge including traditional construction materials and techniques.</p> <p>Excellent communication skills including clear writing and presenting. Microsoft Project, AutoCAD.</p> <p>Excellent organisational skills with the ability to coordinate activities</p>	Microsoft Project, AutoCAD.



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	Problem solving and solutions-based approach.	
Additional requirements		
Performance Framework qualities	Select up to 3 of the most essential PF qualities for this role	
	Please ✓ up to 3	What behaviours are required?
Memorable Experiences		
Simplify & Adapt	✓	Take responsibility for delivery of projects and the programme.
Money Matters		
Fresh Thinking	✓	Think laterally, constructively challenge and push to improve.
In this Together	✓	Collaborate and communicate. Help people understand and resolve conflicting goals.
Inspire Success (manager & team leader grades only)		

All candidates will be recruited against the above criteria regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We value a diverse workforce and celebrate our differences.