



# Redevelopment Project

## Capital Programme Manager

### Job Description



EUROPE & SCOTLAND  
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## Organisation Details

Kilmartin Museum inspires and educates people by interpreting, explaining and conserving the internationally important archaeological landscape, artefacts and natural heritage of Kilmartin Glen.

Kilmartin Museum is run by Kilmartin Museum Company Ltd, a charitable company limited by guarantee (SC502086) and is a registered Scottish Charity (SC022744). It is located in Mid Argyll, Scotland.

Having achieved a Round 2 National Heritage Lottery Fund (NHLF) grant and secured other match funding, the Museum is progressing an ambitious c.£7m Redevelopment Project.

## Role

The Project Capital Programme Manager will be part of the Project Management Team that ensures the successful overall completion of the delivery stage of the Redevelopment Project, providing support for the volunteer Trustee Board and Museum Director/Curator in all elements of the design process.

The Project Capital Programme Manager will project manage the Design Team and Kilmartin Museum Company LTD as client responsibilities associated with the capital works for Kilmartin Museum's Redevelopment Project to achieve completion on time and within budget.

This includes

- managing the capital works programme and budget including overflow car parking facility
- acting as the single point of contact between Kilmartin Museum Company LTD, the Design Team, the Main Contractor and other key partners involved in the design, construction and fit-out of the facility
- representing the client organisation at design, technical and site meetings.

The post holder will report to an assigned Trustee.

The post holder will work closely with other members of staff involved in the Redevelopment Project including the Museum Director and Curator, Project Co-ordinator, Finance Manager, Project Administrative Officer, and Operations and Trading Manager.

## Scope of Work

Key areas of work include, but are not limited to:

### **Management of the contract with the building design team:**

- Direct the appointed architect and associated design team members as necessary throughout the duration of their contracts, ensuring that the client requirements and

the requirements of statutory bodies and other relevant stakeholders are observed and that key stages are met on time

- Co-ordinate regular reporting of design team activities to the TSG and attend meetings (minimum monthly)
- Manage all design team appointments, including agreeing formal terms and fees
- Ensure the project takes cognisance of the curatorial needs of the collection
- Work with the entire Project Team to ensure the building enables the development of the visitor experience to the highest level and that it meets the cultural, heritage and business objectives set by the Museum Trustees and agreed by all the major funders
- Feed into the maintenance of the Risk Register, undertake dynamic risk assessment and mitigation for the capital elements of the project
- Feed into the plans and implementation of the Decant and Continued Operation Plan
- Act as client in terms of CDM regulations.

**Manage relationships with Local and Statutory Authorities, and liaise with other bodies including funders as relevant to the Capital Programme:**

- Initiate and maintain contact with local authority officers and officers from other relevant statutory authorities and manage all necessary consent processes.
- Participate as appropriate with Trustees and Museum staff in maintaining positive relationships with local organisations and individuals, e.g. Dunadd Community Council, adjoining landowners etc.
- Act as principal point of contact for the capital elements of the project, including funders 'Benefits Realisation Group', attending meetings and preparation of input to satisfy funders reporting requirements.

**Oversee the tender process for the appointment of a main contractor for the capital building works:**

- In consultation with the design team, co-ordinate procurement processes to ensure that funders conditions are met and applicable public sector procurement guidelines are followed
- advise, comment and make recommendations to the TSG on the selection of contractors, their tender responses and co-ordinate value engineering if necessary
- enable Trustees to enter into a building contract for the delivery of the capital works.

**Oversee all capital works activities during construction period**

- In liaison with Museum staff, co-ordinate activities to ensure existing buildings and site areas are prepared and ready to allow building works to proceed in accordance with agreed timescales.

- Manage the Design Team contract administration throughout the capital works phase and attend all relevant site progress and technical meetings as the client representative.
- Facilitate co-ordination of main contract works and exhibition/fit-out works.
- Monitor capital works programme and adopt an action-orientated / troubleshooting approach to keep project on track.
- Co-ordinate regular reporting of progress of works to the TSG (minimum monthly).

### **Oversee capital works finance**

- Cost control of the capital work programme including maintaining the budget and cash flow forecast, continual monitoring and revision against actual expenditure, ensuring that all calls on contingency are documented and approved.
- Assist with the management of capital works invoices and payments, and the drawdown of grant funds.

### **Keep records**

- Maintain a full and complete record of the project at each stage, ensuring records are kept by the lead professional of progress at site meetings, and that minutes accurately reflect discussions.
- Support the preparation of progress reports and financial claims at regular intervals as required by project funding agencies

### **Post location**

The post location is flexible, but the post holder must attend a monthly Trustee Redevelopment Sub Group meeting in person, and fortnightly Project Team meetings either virtually or in person. Travel to meetings in Edinburgh and other locations will also be necessary during the Pre-Construction Phase, and on site presence will be required during the Construction Phase.

### **Person Specification**

#### **Essential Requirements:**

- Demonstrable experience in a similar role
- Track record of delivering multi-agency funded projects on time and within budget
- Track record of successfully delivering projects with similarly scaled capital build and interpretive elements
- Demonstrable experience of high level administrative skills
- Excellent organisational skills
- Exceptional communication skills
- Proven experience of working with external partners at all levels
- Track record of project planning and programme management
- High level of confidentiality and discretion

- Excellent interpersonal skills, both verbal and written
- Ability to work on their own initiative
- Ability to solve problems and effect solutions
- Ability to work under pressure and to deadlines
- Familiarity with NHLF, HIE and other major funders' grant processes
- A sound understanding of the vision of Kilmartin Museum, the Redevelopment Project and our aspirations for the future, and how these can be delivered and developed in challenging economic circumstances
- A valid driving licence.

#### **Desirable Requirements:**

- Project management qualification such as Prince2 Practitioner or membership of an appropriate professional body in the Essential or Desirable Requirements.
- Experience of working on EU-funded projects
- Experience of working on projects funded by the National Heritage Lottery Fund
- Experience or interest in the museum, heritage and cultural sector
- Understanding and experience of working in a small, rural community
- Experience of public procurement.

#### **Salary**

The salary is £42,000 per annum pro rata. The post is a 0.4 full time equivalent.

Some weekend and evening work may be necessary. Annual leave entitlement is 30 days per annum pro rata.

#### **Term**

The post will run to the end of the NHLF project term, currently mid-2022. There will be a 3-month probationary period. Break clauses may be recommended by major funders, which may need to be reflected when the employment contract is issued.

#### **Information**

Candidates selected for interview will be sent the following documentation:

- Project Execution Plan
- Redevelopment Project Business Plan
- RIBA Stage 3 Architectural Design Report
- Exhibition Design Proposals
- Programme.