

# Capital Programme Implementation Manager

## Role specification



## 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 grant and a Natural Cultural and Heritage Fund grant, as well as secured other match funding, the Museum is progressing an ambitious c£7m Redevelopment Project involving significant interpretive elements.

Onsite construction is due to start in Spring 2021.

## Role

Due to an unforeseen change in personal circumstances, the current role holder will step down from post following appointment of on-site contractors, who are expected to start on site in March 2021.

On appointment, the Capital Programme Implementation Manager will project manage the Design Team and the Client Side responsibilities associated with the Kilmartin Museum Redevelopment Project to achieve completion on time and within budget.

This includes

- managing the capital works programme and budget including overflow car parking facility (Glebe Field).
- acting as the single point of contact between the client organisation Trustee Sub Group (TSG), the Design Team, Main Contractor and other key partners involved in the construction and fit-out of the facility.
- representing the client organisation at design, technical and site meetings.

The post holder will report directly to a member of the Board of Trustees.

Applications are invited from applicants wishing to apply on a fixed term employed, contractor, or freelance basis; in which case a quote / lump sum price for services may be submitted as part of the application.

The Capital programme works budget is c£3m in value and construction activity is expected to conclude in the second half of 2022, to allow opening of the Museum early in 2023.

## **Scope of Work**

Work will include but is not limited to:

### **Monitor timely progression of the contract by 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, 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.
- Maintenance a Risk Register. Undertake dynamic risk assessment and mitigation for the capital elements of the project escalating risks which lie outside of tolerance and require a management response.
- Feed into the plans and implementation of the Continued Operation Plan.

### **Monitor relationships with Local and Statutory Authorities, liaising with other bodies including funders as relevant to the Capital Programme**

- Monitor contact with local authority officers and officers from other relevant statutory authorities to ensure ongoing progression of all necessary consent processes, escalating issues as they may arise.
- Participate as appropriate with Trustees and Museum staff in maintaining positive relationships with local organisations and individuals. e.g. Community Council, adjoining landowners, etc.
- Principle 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 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 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**

- Maintain the budget and cash flow forecast for capital works, and continually monitor and revise 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 at regular intervals as required by project funding agencies

### **Post location**

Ideally the post will be based at the Museum's temporary offices in Cairnbaan during the building works phase, however, in light of Covid restrictions remote working for this post is anticipated, subject to agreement. Travel to meetings in Kilmartin, Edinburgh and other locations will be necessary, taking due account of Covid19 restrictions.

## **Person Specification**

### **Essential Requirements:**

- demonstrable experience in a similar role, preferably Capital programme related, however other Project Management experience will be considered.
- excellent interpersonal skills to foster relationships at all levels
- a proven ability to communicate with both specialists and general audiences in print and verbally
- excellent IT skills
- excellent organisational skills and ability to prioritise workload to suit organisational need
- ability to prioritise multiple tasks and manage time effectively
- ability to work under pressure and to deadlines
- familiarity with major funders grant processes
- proven experience of working with external partners at all levels
- 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
- track record of financial planning and management
- high level of confidentiality and discretion

- ability to take initiative
- ability to solve problems and effect solutions
- ability to work under pressure and to deadlines
- valid driving licence.

### **Desirable Requirements**

- Experience of the museum and cultural sector
- Understanding and experience of working in a small, rural community
- Sound knowledge of public procurement 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

### **Salary**

This is a part time position, estimated at 0.4 of 1 FTE. The salary range is £55k – £60k per annum pro rata, dependent on skills and experience. Annual leave entitlement is 30 days per annum pro rata.

Some weekend and evening work may be necessary.

Applications are invited from applicants wishing to apply on a fixed term employed basis as above, contractor, or freelance basis; in which case a quote / lump sum price for services may be submitted.

### **Term**

The post is a project funded temporary post which is expected to run until Spring 2023.