

As a professional Construction Project Manager you will be assisting in the management of and multitasking across a number of building related projects for which you will be responsible for the necessary governance, reporting and management of risks and issues.

The small Historic Properties team delivers projects across all Jersey Heritage managed sites throughout the Island and you will monitor and manage stakeholders, staff and consultants through the planning, procurement, construction and defects phases of each project.

What you will deliver

Project Management

You will assist with the scope, specification and development of project plans, the ongoing monitoring of the agreed plans and schedules, managing requests for changes to the scope of works. You will oversee the project management to deliver an integrated, professional project management service in line with plan timelines and milestones. You will work closely with senior colleagues, the project team and external contractors to successfully deliver agreed projects on time and within budget.

Reporting

You will proactively manage and provide appropriate management information on the status of property projects to the Property Manager, Programme Director and other key stakeholders on both a regular and ad hoc basis, ensuring consistency in the way the information is collected and presented.

Risk Management & Governance

You will identify and manage risks connected to the projects ensuring that the appropriate quality standards and methodology are applied whilst ensuring that they are not excessively onerous. You will manage all project administration, documentation and record keeping throughout the projects lifecycle.

Working Safely and Securely:

You will take reasonable care for your own safety and the safety of others, including the public, staff, volunteers and contractors, by complying with all health and safety and other related procedures to manage and minimise risk.

Communication & Collaboration

You will build and maintain effective relationships and communicate proactively with all internal and external stakeholders, including consultation where appropriate, to keep all parties fully and appropriately involved and informed.

Financial Performance

You will be responsible for the monitoring of delegated project budgets to promote effective use and control of financial resources.

Evaluation and Development

During and following completion of the projects, you will assist with conducting project reviews and evaluations that identify successful and unsuccessful project elements and produce recommendations for improvement.

Our Values:

Guardianship:	Use it or lose it. Help heritage have a use and value in people’s lives and in the life of the community so that everyone can help pass it on for future generations to enjoy.
Communication:	Recognise that there are many perspectives on our work. Listen carefully both inside and outside the organisation, striving to improve mutual understanding.
Understand:	Think about the evidence first. Seek to improve knowledge so that we can act on what we know about our users, the heritage in our care and about what the Island is trying to achieve.
Inspire:	Be compelling, ‘bring imagination’ and enthusiasm to our work to motivate others to help care for heritage.
Collaborate:	Be generous in the way we work. Help make sure the whole process of guardianship and enjoyment of heritage is open ‘for everyone’
Impact:	Look for ways our work can make a positive difference to people’s lives. Strive for outcomes which in some way really do ‘create a better Island for everyone’.

<u>Scope of the Role</u>	
<i>Reports to:</i>	Property Manager
<i>Grade:</i>	5
<i>Location:</i>	Sir Francis Cook Gallery / Jersey Museum
<i>Working hours/Pattern:</i>	Full Time [1950 hours per annum]
<i>Line management:</i>	No direct reports
<i>Operating budget:</i>	No direct budgetary responsibility

Date of review:	July 2017
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Knowledge, Skills and experience needed

- Knowledge and understanding of project management lifecycles, processes and practices, including governance requirements (Ideally with a recognised project management qualification)
- Proven experience as a Project manager in the residential, commercial or mixed-use development industry with an established portfolio of successful projects which demonstrate the ability to deliver projects to time, cost and quality standards.
- Experience with historic, heritage or listed buildings would be an advantage
- Commercial awareness with an understanding of the conflicting demands of a 3rd sector organisation.
- Strong planning, managing and organising skills with an ability to prioritise workloads.
- The ability to monitor and control spending against budget.
- Strong interpersonal and communication skills enabling effective working relationships with the senior management team, departmental managers, the wider organisation and external stakeholders.
- Fully proficient in the use of appropriate software including MS Project
- Experience of using an asset management tool would be desirable