

## **Brunel Museum Reinvented Project Manager**

*Please note this role can be offered either as a full or 0.8 FTE post, or as a consultancy.  
Please indicate what your preference is when applying.*

REPORTING TO: The Museum Director

HOURS OF WORK: 0.8/1 FTE Full time, 9am - 5pm, Monday – Friday.

Some weekend and evening work will be required.

SALARY: £35, 000- to £40, 000 per annum

ANNUAL LEAVE: 28 days plus Climate Perks Journey Days

CONTRACT LENGTH: Fixed-term contract of 18 month

### **ROLE SUMMARY**

The Brunel Museum reinvented (BMR) Project Manager will coordinate and administer the Delivery Phase of the National Lottery Heritage Fund (NLHF) funded *Brunel Museum Reinvented* project, to ensure that this phase of the project is fully delivered to time and on budget.

They will act as the key point of contact for the NLHF, ensuring adherence to all NLHF frameworks and requirements, and that all documentation is managed accordingly.

### **KEY TASKS**

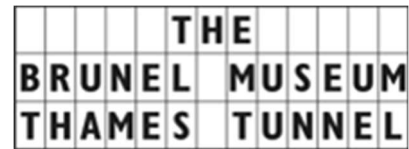
To become acquainted fully with all previous project documentation relating to the NLHF bid and acquire a sufficient knowledge of the detailed objectives of the Project.

To be a key point of contact for NLHF ensuring that all necessary NLHF financial requirements and conditions are processed and/or met, including drawdowns and reporting.

To work closely with the Project Finance Manager to oversee the budget and cashflow relating to the project

To lead on the procurement of the necessary consultant and contractor appointments, and in managing contracts. Preparing tender documentation for each service comprising, as necessary:

- Invitation and Instructions for tendering
- Project brief and background
- Scopes of required services in collaboration with the Design team



- High level Project Programme, identifying key dates for contractors and sub consultants, to meet project objectives
- Terms of consultant contract/ appointment – including break clauses
- Insurance and sub-consultant warranties
- Evaluation criteria – the balance between price and quality
- Tender response requirements comprising pricing submission and resource schedules
- Organisational and quality submission
- Revision documentation upon receipt of comments
- Potential tenderers list for each service (in conjunction with Trustees) should a restricted or by invitation only approach be adopted.

Ensure effective communication, feedback and collaborative working practices between all parties including the project staff, the Project Steering Group, external contractors and consultants, and staff and volunteers involved in delivery of the work streams, acting as point of contact for the project

To set up the Project Steering Group meeting structure, laying down procedures for convening, chairing, attendance, function and frequency, and to take full meeting minutes and actions.

To set up and produce monthly project progress reports to the Trustees, including updates on progress against NLHF deliverables, programme, budget, and risk register.

To work with the Director, Community Curator and other project team members and Project Steering Group to on the delivery of the Activity Plan.

Where necessary, to support the Director with any final fundraising activity

To create mechanisms for internal and external evaluation of engagement initiatives to feed into the work of the evaluation consultant further down the line.

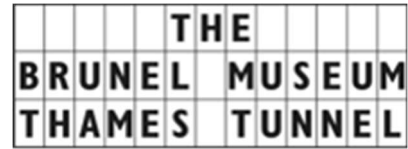
To chair regular design meetings with the consultant teams and ensure adherence to key dates issuing documentation both for Tender and Approved For Construction, incorporating buildability criteria.

To procure and oversee any outstanding investigative survey requirements

To chair regular project and stakeholder meetings through construction phase, driving contractor accountability for adherence to budget and programme, while monitoring and identifying arising risk.

## KNOWLEDGE AND EXPERIENCE

Strong project management experience, for new build capital projects (over £500k) in both design and construction phases, managing multi-disciplinary design consultant teams and build contractors.



Experience working on NLHF projects and / or in a museum or heritage environment working with exhibition designers and activity planners

Experience working on Arts Council funded Capital projects (Desirable)

Strong budget management, monitoring and reporting experience including funder reporting and ensuring that funder requirements are fully met

Contract management and experience implementing a robust change management system

Experience working with listed buildings and/or Scheduled Ancient Monuments including working with heritage/planning consultants and authorities eg Historic England / English Heritage

Experience managing and working with multidisciplinary stakeholders and teams, including volunteers and local community group engagement

## QUALIFICATIONS AND SKILLS

Project management / Construction management / Architectural or Engineering qualification or equivalent practical experience

Excellent planning skills and a flexible approach to work, with the ability to prioritise and manage multiple tasks, including tasks undertaken by others, whilst ensuring deadlines are met

A great team-worker, with a confident, diplomatic approach, able to negotiate and build effective relationships with a wide range of stakeholders and team members at all levels, and find appropriate solutions to conflicting priorities

Excellent attention to detail, with good logical, analytical and problem-solving skills

A concise and effective communicator, with excellent written and verbal communication skills

Ability to work independently, and to manage multi-disciplinary teams to achieve common goals

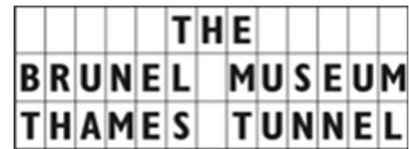
Good skills in MS Office, including Word, Excel, Outlook, PowerPoint and relevant programme management software

*Any questions about the role should be directed to the Director, Katherine McAlpine in the first instance, [Katherine.mcalpine@thebrunelmuseum.com](mailto:Katherine.mcalpine@thebrunelmuseum.com)*

**Deadline:** Please apply with a CV outlining your relevant experience and a covering letter explaining why you want to work at the Brunel Museum, and how you meet the required experience and skills by **9am Monday 24 October**

**Please email your completed application to**  
[Katherine.mcalpine@thebrunelmuseum.com](mailto:Katherine.mcalpine@thebrunelmuseum.com)

Interviews are expected to take place online Thursday 27 and Friday 28 October



The Brunel Museum, Railway Avenue, London, SE16 4LF  
[www.thebrunelmuseum.com](http://www.thebrunelmuseum.com)

Please note that The Brunel Museum is committed to equal opportunities in employment and ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion due to characteristics protected under the Equality Act. The successful candidate will be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.

If you have a disability which means you are unable to meet some of the job requirements, specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be short-listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

## **Appendix 1**

### **The Brunel Museum's Charitable Objects:**

1. To preserve and encourage the preservation for the public benefit of the Engine House situated in Rotherhithe Street, Greater London and the precincts thereof by such means as may be necessary.
2. To educate the public in the appreciation of the engineering works of Marc and Isambard Brunel, particularly the construction of the Thames Tunnel, and to publish and catalogue, leaflet or other material in connection herewith; and
3. To provide a recreational facility for local residents and for the public at large at Rotherhithe and, subject thereto, to generally enhance the surrounding conservation area.