

Brunel Museum Reinvented Project Manager

REPORTING TO: Brunel Museum Director

HOURS OF WORK: 0.8/1 FTE Full time, 37.5 hours. Some weekend and evening work may be required.

SALARY: £45, 000- to £50, 000 per annum

ANNUAL LEAVE: 28 days plus [Climate Perks Journey Days](#)

CONTRACT LENGTH: Fixed-term contract of 18 months

Background

The Brunel Museum sites on the site of the Thames Tunnel, the world's first successful underwater tunnel. Brunel Museum Reinvented is a once in a generation opportunity to transform an iconic and unique part of London's transport heritage. This £2.2mn project, with £1.85mn from the National Lottery Heritage Fund, will transform the visitor experience through the creation of a brand new visitor welcome pavilion and improvements to facilities and exhibition spaces, as well as an ambitious and engaging Activity Plan for the museums target audiences.

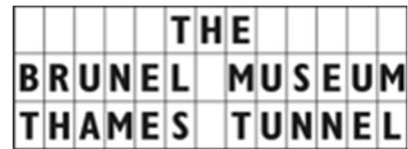
Role Description

The Project Manager will manage the construction of a brand new visitor welcome pavilion on the Museum's Rotherhithe site, coordinating and liaising between the Design and Construction teams. An excellent written and verbal communicator, the postholder will act as the key point of contact for the NLHF and other funders, ensuring adherence to all NLHF frameworks and requirements, and that all documentation is managed accordingly. With exceptional attention to detail, this role will also oversee the fit out of the new building and transformed exhibition space within the Scheduled Ancient Monument Engine House and Grade II* listed Tunnel Shaft.

KEY TASKS:

Reporting monthly to the Project Steering Group, the role will include:

- Proactively managing the design team and build contractors;
- To lead on the procurement of the necessary consultant and contractor appointments, and in managing contracts. Including:
 - Prepare tender documentation for each service comprising, as necessary
 - Invitation and Instructions for tendering



- Project brief and background
- Scopes of required services
- Project Programme
- Terms of consultant contract/ appointment – including break clauses contingent on satisfaction and 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
- To revise documentation upon receipt of comments
- To identify, with the Trustees, potential tenderers for each service, if a restricted or by invitation only approach is adopted.
- managing internal and external stakeholder relationships – including staff, trustees, volunteers, funders and local community stakeholders
- managing the project plan, programme, risk register, and budget;
- establish project steering structure, including organizing, attending and participating in project and stakeholder meetings; and to take full meeting minutes and actions.
- coordinating all information required for the NLHF and other grant funder reporting, including NLHF drawdowns.
- To set up and produce monthly project progress reports to the Trustees, including updates on progress against NLHF deliverables, programme, budget, and risk register.
- Overseeing exhibition and welcome pavilion fit out, overseeing contractors onsite
- Coordinating operational requirements, liaising between staff members and contractors

KNOWLEDGE AND EXPERIENCE

Experience of managing capital projects including leading a multidisciplinary design team of architects, exhibition designers, construction contractors, and consultants

Experience working on NLHF projects and in a museum or heritage environment, ideally working with listed buildings and/or Scheduled Ancient Monuments

A good knowledge of budget management, monitoring and reporting

Experience of working with diverse groups of stakeholders, including local community groups and residents

Experience of funder reporting and ensuring that funder requirements are fully met

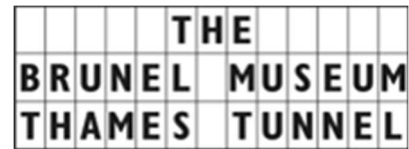
Understanding of community engagement, evaluation and partnership working and their importance to capital projects

Experience of managing change within a small to medium organization

QUALIFICATIONS AND SKILLS

Project management qualification or equivalent practical experience

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



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 at all levels, and find appropriate solutions to conflicting priorities

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

Good skills in MS Office, including Word, Excel, Outlook and PowerPoint

Any questions about the role should be directed to the Director, Katherine McAlpine in the first instance, 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, Tuesday 9 May 2023**

Interviews are expected to take place w/c Monday 15 May

The Brunel Museum, Railway Avenue, London, SE16 4LF

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.