



## PROJECT MANAGER (Fixed Term Contract)

### OVERALL PURPOSE AND ROLE

The Wallace Collection is recruiting for an experienced and qualified Project Manager on a fixed term contract basis ending March 31, 2020 to oversee our imminent capital refurbishment projects. Hertford House, a Grade II listed building in Manchester Square, is the home of the Wallace Collection. This is an exciting opportunity to play a leading role in delivering a programme of conservation works to this heritage building.

### ABOUT THE WALLACE COLLECTION

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's son, Sir Richard Wallace. It was left to the British nation in 1897 and opened as a national museum in June 1900 in Hertford House, a grade II listed building in central London. The museum is internationally famous for its collection of French eighteenth-century art, European princely arms and armour and for its Old Master paintings.

It is financed by grant-in-aid from central government and self-generated income.

### JOB DESCRIPTION

Reporting to the Chief Operating Officer, the Project Manager will be responsible for managing and delivering the Collection's capital building refurbishment works programme which will include refurbishment of the Front Façade, Portico, Second floor administration offices, the Founders Court and Gallery lighting upgrade.

The role will include multiple small to medium work projects, ranging between £10-550k and with some projects taking place simultaneously, to ensure the continual operation and ongoing maintenance of our estate's property portfolio on a proactive basis. Projects arise out of maintenance activities and rectification of building related items both new and historical.

The post holder will be required to successfully manage the projects, working closely with design consultants and professional advisers as key client liaison/representative, with contractors and with the Wallace Collection's Senior Management Team, the Head of Exhibitions/Masterplan and key personnel. You will be responsible for ensuring that all

work is carried out efficiently, to the required quality standard, on time, within budget constraints and ensuring legal and statutory requirements.

## PERSON SPECIFICATION

### Knowledge and Experience

- Experience of working on building refurbishment projects, ideally in a listed/heritage building environment, including experience of large-scale construction projects
- Knowledge of the professional skills and services relevant to building conservation
- Track record of managing successful programmes and project delivery in line with desired outcomes and agreed quality, time and cost limits
- Experience of working on multiple projects at the same time
- Experience of financial management and budget preparation of comparable scale
- Demonstrable experience of anticipating, managing and solving risks and issues
- Recognised project management qualification and at least 5 years of demonstrable experience in Project management
- Knowledge of and experience in successfully applying recognised programme and project management methodologies
- Knowledge of and experience in running projects to the RIBA Plan of Work, and using JCT Building Contracts is desirable

### Skills and Competencies

- Able to quickly build strong and collaborative working relationships with the Senior Management Team, Head of Buildings and Heads of Departments in particular
- Exceptional interpersonal skills with the ability to work in a collaborative and diplomatic manner
- Effectively communicate with all stakeholders (including local businesses and neighbouring residents) in order to maintain good relationships
- Demonstrate effective planning and managing of projects to ensure project delivery to the highest possible standards in compliance with regulatory and statutory requirements
- Membership or accreditation with a professional body such as RICS or CIOB is desirable

## REPORTING STRUCTURE

Chief Operation Officer (COO)

## REMUNERATION AND WORKING HOURS

This is a part-time post for 24 hours per week. However, some flexibility will be expected, as the needs of the job dictate.

The salary for this post is Band D and is expected to be circa £25,000 per annum (3 days a week) depending on experience. In addition, the post-holder will receive pro-rated 25 days paid annual leave, in addition to Bank Holidays, plus 2.5 "privilege" days.

## APPLICATION

Deadline for applications: 25 June 2019 (mid-night)

Date of interview: 4 July 2019

An application form can be found and downloaded from our website [www.wallacecollection.org](http://www.wallacecollection.org). Alternatively, you can write to the HR Department, The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN for a postal application pack.

If you have not heard from us within one week of the closing date, please assume that you have not been shortlisted for interview on this occasion.

*The Wallace Collection is an equal opportunities employer*

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN

[www.wallacecollection.org](http://www.wallacecollection.org); t: 020 7563 9544