



Job Title	Head of Projects & Plans
Location	IWM Duxford – with travel to London & Manchester as required
Salary	£60,000 - £65,000 per annum
Career Level	F
Department	Estates
Normal Working Hours	36 hours net per week
Directorate	Commercial & Operations
Position Type	Permanent
Reports to	Director, Estates, Projects & Sustainability
Contract	IWM Trading Company

You can read about IWM and the work we do on our [website](#).

Job Summary

The Senior Estate Programme Manager, working in the Museum's Estates Department acting as the intelligent client, oversees various activities such as capital construction projects, building and estates infrastructure, refurbishment projects, and programmes with an annual value of up to £25 million. Additionally, the role will provide professional support with property management in respect of leases and other commercial arrangements. The successful candidate will have significant client-side experience of planning and delivering buildings projects in a complex environment. The post holder will be confident building relationships with multiple stakeholders and to plan and manage works within the broader Museum context, considering the impact on operations and visitor experience, whilst ensuring delivery of the service to the highest possible standards.

The post will be based at IWM Duxford and will be expected to travel to all of the IWM sites as required.

Key duties

- Leading on the client side to deliver infrastructure investment in the IWM, along with other separately funded capital infrastructure, building and construction projects across the IWM portfolio.
- Strategically contribute to the development of the infrastructure programme through the development of PIDs, PEPs, schedules and resourcing plans to ensure that the cross-cutting benefits are delivered.
- Develop corporate level procedures, policies and strategy specific to programme and project management that will ensure successful delivery. Work closely with colleagues to gain buy in to new policies and ensure they are suitable across the Museum Estate.
- Lead on the articulation and integration of Estate requirements with Masterplans and, when tasked, delivery of Masterplan capital projects.
- Represent the Director Estates, Projects & Sustainability at internal forums such as local Masterplans and Collections Management meetings, and external forums such as Local Planning Authority or neighbourhood meetings.

- Lead on the management of the Estates Portfolio tracker, ensuring that progress and financial data remains up to date and fully populated by all team members.
- Oversee and lead on predominantly estate-related projects that support the IWM Estate Strategy and policies, focusing on infrastructure, buildings, sustainability, capital, minor capital, and improvement plans, taking responsibility for projects from initial proposal, through to feasibility, business case and all subsequent project stages to completion.
- Lead on the development of the project management and delivery function in the Estates Department, to include management of the team and identifying appropriate levels of resourcing.
- Ensure effective delivery of projects on time and to budget, meeting their objectives so far as practicable. This will be achieved by following best practice as identified in the Museum's project processes and policies, coupled with industry standard guidance.
- Promote the continued development of quality standards.
- Implement the Museum's formal governance requirements in respect of programmes and projects, ensuring that these are followed by all members of your team. This will include setting up and maintaining accurate project records and documentation and provide updates on project progress to boards via written reports or verbal presentations as required.
- Undertake project planning with colleagues to develop a shared understanding of stakeholder interests specific to the project and work effectively in teams. Manage interdependencies with other projects and with day-to-day Museum operations.
- Preparation of detailed specifications for tendering to external contractors, and to prepare detailed briefing documents for external consultants, as required.
- Act as a point of liaison and 'Intelligent Client' for projects across the Museum programme, actively engaging on all estate matters, particularly in relation to integration with existing infrastructure and services, and forward maintenance planning.
- Provide professional support to the Estates Asset Manager with leases and lettings and the delivery of the IWM Sustainability Strategy.
- Provide professional support to Estate related procurement activity.
- Work closely with other Museum departments, including Site Managers, consultants and contractors as necessary, to ensure safe management and working systems, and optimal environments for all users of the Museum Estate. Compile risk assessments and RAID logs and ensure induction of site operatives on Museum H&S rules as and when required.
- Manage the Estates Programme team, including your direct reports, manage cross-Museum project teams and oversee consultants and contractors to ensure that projects are delivered to time and on budget, with acceptable performance levels.
- Manage project budgets monitoring and controlling costs.
- Identify issues and make recommendations for their resolution. Manage the change control process.

Person Specification: Head of Projects & Plans

	Essential criteria	How this will be assessed
1	Degree Level education in a construction related discipline and able to communicate and produce written outputs in English.	Application
2	Full member of the APM/ RICS/CIOB/ RIBA/ARB/ ICE or other appropriate professional body or working towards	Application
3	Significant experience of working in a project management role, dealing with all aspects of delivering complex projects and programmes, including procurement and contract management in the built environment.	Application and interview
4	Recognised programme and project management qualifications (or relevant experience) (e.g., APMP and MSP®) and practical experience of using and applying a formal project management framework.	Application
5	Familiarity and knowledge of listed buildings and planning in relation to construction and engineering projects in historic buildings.	Application and interview
6	Solid knowledge of relevant statutory UK/EU legislation, policies and procedures applicable to construction project management, including knowledge and experience of listed buildings and planning in relation to undertaking construction and engineering projects in historic Grade II/II* listed buildings projects on, and working with local and statutory authorities to achieve a successful outcome.	Application and interview
7	Proven experience of construction health and safety (CDM).	Application and interview
8	Demonstrable experience of providing a high quality of service to clients, ensuring smooth delivery of projects.	Application and interview
9	Knowledge and experience of environmental considerations in the delivery of energy efficient building and infrastructure refurbishment projects, with awareness of current thinking on sustainability and carbon reduction.	Application and interview
10	Experience of working with multiple internal and external stakeholders in a complex setting across multiple geographic areas.	Application and interview
11	Demonstrable competency and working experience of using software programmes including Excel, Word, PowerPoint and MS Project or equivalent scheduling and programming systems. AutoCAD would be advantageous.	Application and interview
	Desirable	
12	Hold a NEBOSH or IOSH qualification.	Application
13	Experience of working in a museum or in a heritage sector organisation.	Application and interview

This job description is not all encompassing. The emphasis of the job may change without changing the general character of the job. Your duties may be reviewed and revised in consultation with you to reflect appropriate changes.