



Role Profile

Job Title	Project Director
Position	Fixed Term (24 months)
Hours	Part-time 28 hours per week (normally worked over four days)
Holidays	27 days (including pro rata public holiday entitlement)
Manager	The Director
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

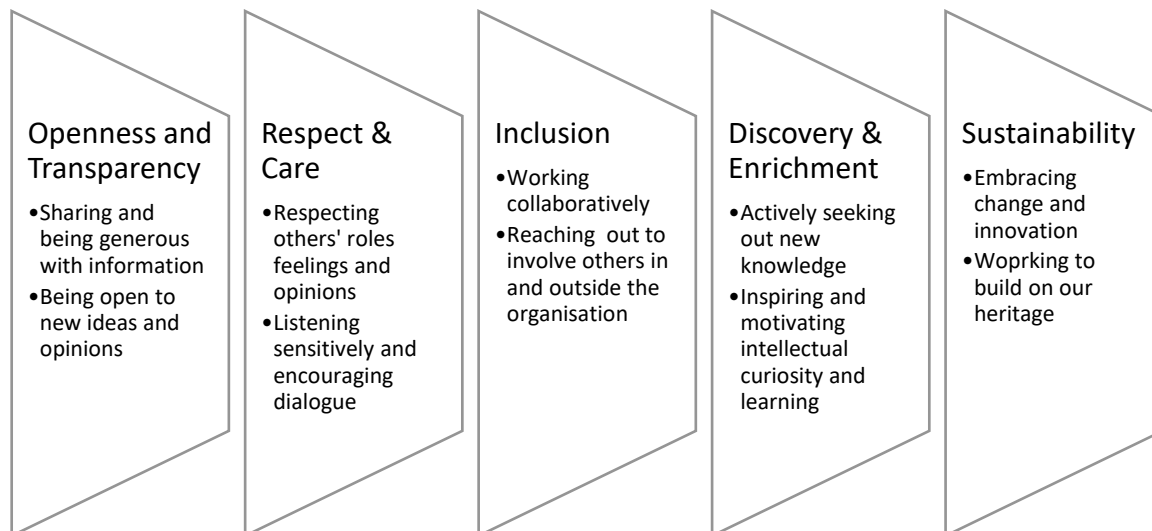
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. Purpose of the job

This is an exciting and critical time for Chelsea Physic Garden (CPG) as we continue our transformation journey. The organisation is in the middle of an ambitious programme of strategic growth and change.

We are seeking an experienced Project Director who will bring their expertise to serve our bold vision. The ideal candidate is someone who can help us realise our creative direction and aspirations for all aspects of the capital and any supporting activity programmes.

The Project Director will lead a review of the RIBA 1 report against the Garden's emerging ten-year Strategy and subject to any review re-engage the professional team to commence RIBA 2 onwards supported by a complementary capital fundraising campaign.

Able to lead a team of contractors, developers, designers, engineers and other professionals who are essential to a project's success, the Project Director will also be responsible for managing various capital projects from inception through design to completion within agreed costs and timescales. They will plan and organise projects to achieve the ambitions and purpose of CPG, to deliver against agreed business cases. They will work closely with senior leadership team colleagues and their teams to ensure that activities align with the overall vision and priorities of the Garden as a whole and are programmed to ensure maximum impact including meeting any revenue targets without compromising the integrity or fabric of the listed Garden and its botanic collections.

The Project Director is a key member of the Senior Leadership Team. The successful candidate will need to hit the ground running; devising an effective plan that supports the Garden's strategic plan and emerging architectural masterplan. It will ensure that business as usual can be sustained through any major capital or infrastructure works, ensuring continued relevance and visibility throughout.

This role requires a highly effective and proactive organisational leader. The Project Director will liaise with key internal and external stakeholders and develop projects from concept and business case to the point where they can be evaluated for practical and financial purposes and approved for project and programme delivery. The Project Director will be committed to providing the highest level of service to both internal and external stakeholders. They will be comfortable multi-tasking, overseeing the operational delivery of projects whilst driving a clear strategic project roadmap. They will be able to influence successfully and provide strong leadership and an enabling and empowering culture in which individuals can succeed.

5. Key Responsibilities & Duties

5.1 *Project Direction, Management and Delivery*

- Provide a complete project management service on behalf of CPG as client.
- Manage projects in accordance with CPG's delegation of authority and governance matrix.
- Ensure suitable standards of quality and workmanship are obtained.
- Prepare the necessary specification and tender documents for projects, together with any required progress reports.
- Ensure that (where appropriate) quotations and tenders are obtained evaluated and awarded in line with any agreed procurement process.
- Recommend the make-up of a consultant design team for each project (if required) and to ensure that they are appointed under appropriate terms and conditions.
- Appoint, manage, monitor, and control any consultants to successfully deliver a particular project and to ensure that appointed consultants carry out their duties in accordance with their contract.
- Supervise the overall performance of consultants and/or contractors and act when undue delay or negligence occurs, recommending legal action or the removal of consultants or contractors where necessary.
- Either directly or through others, liaise to ensure the smoothest possible execution of work and ensure the proper management of contractors whilst on site, understanding and acting on contractual responsibilities and liabilities as they occur.
- Ensure appropriate commissioning/witness testing of works takes place in a timely manner and that snags and defects are rectified in the shortest possible time. Handover the project to 'business as usual', including the project health and safety files and operation and maintenance manuals, ensuring these are to the required standard and received by the time a contractor is awarded 'practical completion'.
- Pro-actively ensure that contractor, consultant, and supplier 'final accounts' are agreed and verified in a timely manner. Submit final accounts at the end of a project to finance.
- Lead an organisation-wide 'lessons learned' process after each major project, and pro-actively work with other relevant staff / consultants / contractors or suppliers to use these lessons to help in providing improved outcomes.
- Act as Project Liaison Officer where appropriate.

- Work with the colleagues and appropriate consultants (Principal Designer and/or CDM lead) in ensuring all assigned projects are safely delivered.

5.2 Meetings and Communications

- Manage the administration processes of the Project Board, Project Team and Capital Design Team ensuring that meetings are scheduled and undertaken, agendas and papers issues and minutes taken and approved.
- Prepare Board and Project Board reports for capital and supplementary revenue projects and, where applicable, present reports to the Board and relevant committees.
- Act as liaison with all internal and external stakeholders, including the client team, audience and community groups, local residents, planning authorities, interest groups and others, as appropriate.
- Keep stakeholders updated of progress, be mindful of risks and act to ensure these do not become issues. CPG is a “live” working environment and so the Project Director must ensure that expectations are managed, disruption is kept to a minimum and all parties are aware of when the works are and the impact these will have on business as usual.
- Work with the Director and the Board on key matters of governance, ensuring all work is delivered with clarity and excellence.

5.3 Risk and Compliance

- Ensure regular and robust risk management, ensuring legal compliance across all areas of work.
- Take reasonable care of your own health and safety, and that of other persons that may be affected within the relevant working environment, in accordance with Health & Safety procedures and ensure that contractors meet and comply with current health and safety regulations.
- Ensure that all insurance conditions and safeguarding are in place at all time.
- Ensure that any project monitoring systems are populated with all relevant project information and to be updated at least monthly.
- Actively seek to implement the Garden’s Health and Safety Policy in relation to the duties of the post and always give due regard to the health and safety of both themselves and others when carrying out their duties.
- To undertake any other duties that may reasonably be requested appropriate to the grade

5.4 Financial Leadership

- Monitor and control capital and revenue expenditure within agreed budgets.
- Work closely with the directors and SLT to identify opportunities to improve the charity’s financial position through increased income generation and operating efficiencies.
- Ensure compliance and excellence in all systems and processes and the overall financial integrity of the organisation to upheld.
- Proactively work with SLT to support the development of an ambitious income growth strategy for the organisation.

- Enable a values-based team learning culture that promotes an inclusive culture, collaboration, proactivity, and responsibility, ensuring that individuals are focused on providing the foundations that will allow CPG to meet its vision and ten-year goals.

This is not an exhaustive list of duties and responsibilities you may be required to undertake any other duties and reasonable requests that are in keeping with the nature of this role

6. Person Specification

Knowledge Skills and Experience – to be updated	Essential/ Desirable
Demonstrable experience of managing capital and activity projects in a heritage setting, preferably NLHF grant funded	E
Suitable project or demonstrable experience in project management software or programmes	E
Ability to ensure a critical path is prepared for each programme of activity and monitor these with each programme lead, identifying and supporting progress requirements or barriers	E
An ability to demonstrate a good understanding of current building conservation principles and techniques	E
Sound financial management skills and understanding of budgets and procurement in a construction context	E
Demonstrable experience of procuring and managing consultants and contractors and managing successful contract negotiations	E
A sound general business understanding including an appreciation of current market trends and activities in the heritage sector	E
An ability to influence senior colleagues and work as part of a multi-disciplinary team. Confident, articulate, self assured with an ability to work with the minimum of supervision	E

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	4
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	3
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	4

4	Communication	Communicating with colleagues, visitors and stakeholders	4
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	3
6	Delivering Results	Organising and managing the work to deliver results	4
7	Using and Managing Resources	Using resources cost effectively	4
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	3

8. Terms and Conditions

The post holder will be required to work an average of four days per week but the nature of the role means that flexibility over the days and hours worked is required to meet the needs of the business.

There may be a requirement to work irregular hours to meet a particular deadline and if called upon, time off in lieu will be provided in line with the Garden's policy.

The Garden operates a salary exchange pension scheme currently with Royal London which means that gross salary is reduced by the amount of pension contribution made by the employee which is then paid directly into your pension. The equivalent contribution rates are 6% employer and 3% employee at the end of the probationary period.

Probation period three months.

If you require this document in an alternative format, or have any barriers to making an application, please contact us and we will do our best to help.