

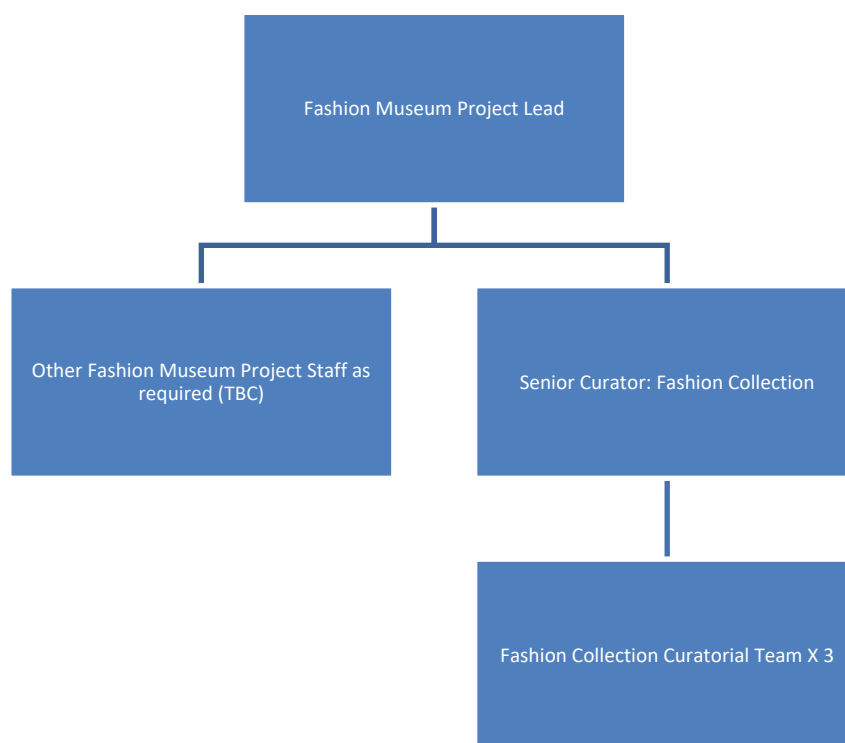
BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION



DIRECTORATE	Sustainable Communities	POST NO:
POST TITLE	Re-Fashioning Bath Project Lead - Heritage Services	GRADE: 12

RESPONSIBLE TO: Head of Heritage Services

REPORTING TO THIS POST: External consultants, temporary staff and internal staff.



1. PURPOSE OF JOB

The primary purpose of this post is:

- To lead and take responsibility for the delivery of the Re-Fashioning Bath project and workstreams through the project life (see here for more information: <https://www.fashionmuseum.co.uk/our-future>)
- As the Project Lead you will lead on, develop and be responsible for the execution of the project delivery plan for this major £34m project.

- To act as a lead officer, commissioning and overseeing delivery of a diverse range of workstreams within the overall project. This will involve forming, leading and co-ordinating relevant strategies and action plans and engaging with professionals across multiple disciplines to realise the Re-Fashioning Bath project in line with the Vision & Values, Strategy, Policy, and other objectives of the Council and Heritage Services.
- The work involves significant forward planning over the project timescale and includes establishing priorities across a range of business areas to realise the project. These will include: feasibility and design, museum interpretation, collections management, community engagement, construction, press and marketing, stakeholder management.
- With the Head of Heritage Services the post holder will be responsible for procuring and managing multi-disciplinary teams which may comprise internal B&NES staff and external consultants on this complex project within Bath and North East Somerset.
- With Senior Managers in Heritage Services, you will contribute to the general management, development and review of the project team both in terms of services provided and staff.
- Work with the Head of Heritage Services and Service Fundraising team staff to manage the key funders for the project.

The Council has a set of Corporate values (Bold, Empowered, Supportive and Transparent) which underpin everything we do and all of our staff are expected to behave in a way that aligns with our values, please see Section 3 for further information.

2. PRINCIPAL ACCOUNTABILITIES

1. With the Head of Heritage Service, participate in the formulation of programmes and complex projects, from inception to operation.
2. With the Head of Heritage Services ensure the effective and efficient implementation of Council policies and strategies and the achievement of the Council's objectives, including financial ones.
3. To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
4. To assist in ensuring effective external and internal working relationships are established and maintained with partners, organisations and agencies relevant to the work of the team.
5. Lead positive conversations with our communities and residents through engagement and consultation to ensure the project and its associated programmes meet or exceed local expectations.
6. To ensure effective and accessible communication with staff, service users, internal clients, the general public and others as appropriate

Service Delivery

1. To identify, plan, initiate and lead the strategically important Re-Fashioning Bath project which is essential to realising the Council's social, economic and financial ambitions.

2. To take the lead in acting as the intelligent client to internal, external and consultant teams and be directly accountable for the project and their budgets within Heritage Services and the Major Capital Project governance structure established to oversee the project.
3. Client management of a capital project with individual project value of £34m capital value.
4. To procure and appoint all consultants and contractors and ensure compliance with public procurement practise and the council's contract standing orders. This may include: architect, quantity surveyors, M&E engineers, Structural engineers, museum designers and other specialist museum contractors
5. To negotiate and agree contract variations and final accounts within agreed delegated authority to ensure best value.
6. To co-ordinate project deadlines and budgetary restrictions to ensure projects are delivered on time and without overspend.
7. To ensure that projects are controlled and reported in accordance with the Council's Project Management Systems with monthly reporting on programmes, budgets, risks and resources, including reporting to external funding bodies (WECA, Grant Giving Bodies etc).
8. To develop and maintain productive working relationships with local, sub-regional and regional partners and, in particular, the West of England Combined Authority, Bath Spa University, Bath College, major grant giving bodies such as NHLF, DCMS, Arts Council England, corporate partners and major individual givers.
9. To prepare reports, briefing papers and presentations for senior Council management and elected members and deliver presentations or briefings, where required. This will include awareness of and adherence to prescribed financial policies and regulatory frameworks.
10. Support the Council commitment to zero carbon by 2030, providing technical input to commission programmes and projects that achieve this aim. Provide leadership in delivering the most sustainable outcomes through the interventions
11. Work to identify site specific constraints and work across the Council and relevant Agencies to resolve, overcome and effectively unlock the prescribed development sites and their potential.
12. To undertake research in order to contribute to the effectiveness of policy and project development including maintaining up to date information about development in the Museums and Heritage Sector.
13. To provide innovation, ideas and best practice in project planning, management and delivery to ensure this project can be successfully developed and delivered.
14. To develop and maintain financial models and development appraisals, including up to date financial data for development projects.
15. To effectively manage budgets relating to the project in line with funding obligations

16. To work with Heritage Service's Fundraising, Marketing and Supporter Development team to identify new and additional sources of funding, apply for funding where appropriate and manage such funding in line with the funders' requirements. To work with others to maintain an excellent working relationship with funders so they support the direction and delivery of the project.

Management

1. Deputise for the Head of Heritage Services, where required and take action for and on behalf of Head of Service on matters relating to the project as directed.
2. Take action for and on behalf of the Head of Heritage Services in all matters relating to ongoing client management of the capital project and its associated programs.
3. With the Head of Heritage Services provide leadership on delivery of the project through coordination of staff internally, diverse groups of stakeholders, including external funders and supporters, and multi-disciplinary teams.
4. To ensure that effective Health & Safety procedures are agreed and put into operation and that equality of opportunity exists for all service users and staff.
5. To ensure the project team is motivated, engaged and have tailored development plans in place
6. Deliver on Heritage Service's commitment to Equality, Diversity and Inclusion in relation to team management and the overall delivery of the project

Working in a team

- With the Service management team participate in the formulation of detailed Team objectives and policies.
- Ensure the effective and efficient implementation of Council policies as relevant to the role and the achievement of the Council's objectives, including the financial ones.
- To hand the project over to the Heritage Services Operational teams at project conclusion in as efficient and effective way as possible.

Service Development and/or Delivery




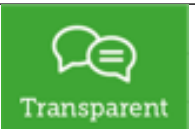
- Work very closely with others in the Council to share information and ideas, and promote a consistent, organisational wide approach to policy and practice.
- The post holder will work with and across both internal and external teams, ensuring that effective working relationships are established and maintained.
- Keep up to date with external developments in practice to inform changes in project development and delivery.

Other

- Adopt a proactive approach to developing and maintaining excellent relationships and communication channels with a wide range of contacts including managers, external clients and suppliers, staff and employee representatives.

- Represent the Head of Heritage Services as required, including attendance at internal and external meetings.
- Participate in project activity and lead on specific projects or pieces of work on behalf of the Head of Heritage Services, taking responsibility for the achievement of outcomes within required timescales.
- Ensure conformance to equal opportunity and data protection policies

3. VALUES AND BEHAVIOURS FRAMEWORK: **Improving People's Lives**

	<p>We are bold in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives.</p>
	<p>We empower our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers.</p>
	<p>We are supportive and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment.</p>
	<p>We are transparent, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises.</p>

These Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

4. DIMENSIONS

1. Number of staff directly managed: The postholder will manage staff appointed to work on the projects in relation to staff workloads and the day to day operation of the projects. It will also be necessary, according to the the stage of development, and the nature of project to work closely with other individuals and teams within both the council and other partner organisations to ensure successful project delivery. The postholder will also at times be expected to act for and on behalf of the Head of Heritage Services in the coordination of staff.
2. Number of staff in Project team: Approx. 9
3. Section budget of: Approx. £34m.
4. The delivery of Development Projects up to £34m in value.

5. Financial approval/sign off up to a limit of: £50,000

5. PHYSICAL EFFORT AND WORKING ENVIRONMENT

1. There is not physical effort or strain required in excess of work in a normal day to day office environment
2. The nature of the project and programmes will require the postholder to visit project and sites within B&NES as required through the various stages of the Project Execution Plans

6. GENERAL

Undertake such other duties and responsibilities as are specified by the Director of Service and are commensurate with the level of the post.

This job description is not a complete list of duties, but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within the **service** operate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

6. PERSON SPECIFICATION		
POST TITLE	Fashion Museum Project Lead	
QUALIFICATIONS:	Essential	Desirable
Educated to degree level, and/or with a relevant qualification (such as project management) or with equivalent experience in a relevant field.	X	
PERSONAL QUALITIES		
Highly effective, strategic thinker and development focused leader, who is a strong team player with a collaborative working style	X	
Adaptable, responsive to new demands and able to work well against a background of change and uncertainty whilst understanding and modelling our service and corporate values.	X	
Self-motivated and proactive, with the ability to think creatively and identify development opportunities and continuing ways of improvement	X	
KNOWLEDGE & EXPERIENCE		
Significant post qualification experience of delivering high profile, large, complex, multi-stakeholder projects with proven project and programme management skills and specific experience of overseeing the delivery of Museum and Heritage projects including exhibition design, interpretation, object conservation and display, community engagement and digital engagement via social media and the web. Also the procurement and management of capital works contractors such as architects, quantity surveyors, M&E engineers and principal contractors.	X	
Significant experience of managing large project budgets of at least 7 figures.	X	
Sound commercial management skills and understanding of the commercial operation of visitor attractions	X	
Ability to demonstrate a commitment to and understanding of equality issues	X	
Commitment to the role that dress and fashion plays in society and a passion for using it to help people understand themselves and the world around them.	X	
SKILLS & ABILITIES		
Able to demonstrate successful track record in developing partnerships, working collaboratively, maintaining excellent working relationships with project stakeholders such as external bodies, funders, local community, senior officers and elected officials with proven negotiation and influencing skills.	X	