NATIONAL GALLERIES OF SCOTLAND

**FINANCE DEPARTMENT**

**Project Office Manager (Band 4)**

**Full Time, Permanent**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**Job Scope**

NGS has an ambitious programme of work to help improve how we care for our world class collection of art and our people, whilst also improving the visitor experience across our galleries, online and on the road. As a result, we have a wide range of improvement programmes, ranging from major capital projects (at the Scottish National Gallery and the creation of our plans for the national collection facility known as The Art Works) together with a wide range of improvement projects across all aspects of what we do in the National Galleries of Scotland.

Over the last 3 years we have established a project methodology in NGS and have set up the Project Management Office to support and track the various projects through dedicated forums and Steering Groups.

* Major Capital Programme Board – our committee with Trustees of NGS to review and challenge our progress on our major capital projects
* Programme Steering Board – for the Leadership Team at NGS to review, track and make decisions, for example, on sequencing and on resource allocation across our capital projects
* Extended Leadership Team – subgroup to develop and manage the Integrated Plan for NGS, to be able to co-ordinate and deliver on the operational plans for each of the Directorates in NGS
* Chief Operating Office Programme Group – for the COO Leadership Team to review, plan, manage and co-ordinate the improvement projects across Estates, Security, HR, and Operations
* Steering Groups aligned to our other Priorities (Capital Projects (Scottish National Gallery and The Art Works Equalities, the Environment, Income, Public Programme) to co-ordinate and deliver on the relevant improvement plans

The Projects Office Manager sits on several of these forums and works with the representatives to produce executive summary reports and recommendations on how to deal with resource contentions.

We now have a good baseline structure and knowledge to be able to run and co-ordinate our improvement projects. The evolution of this role will enable NGS to take that investment in structure and capability to the next level, so we can be more agile, responsive, and consistent in our ability to deliver to realistic timescales and targets.

This role reports into the Director of Finance, which allows us to ensure project management and reporting are closely aligned to budget management and reporting. We have begun to develop 5-year plans across the major improvement projects notably in estates, security, and IT. We are currently developing 4-to-5-year operational plans for all areas of NGS, and this role will play a key part in ensuring these plans are inter-connected successfully to ensure we agree a realistic sequence of work to be able to balance a wide range of resource demands.

**Key Responsibilities**

The key responsibility of the Projects Office Manager, is to build on the structure, process, and capabilities we have developed around project and programme management, to ensure we can continue to make the management of the inter-connections across our capital projects and operational plans as dynamic and responsive as possible

The role will support operational leaders to help them develop their project management skills through training and coaching directly by the Projects Office Manager.

The key responsibilities of the role will be:

* To work closely with the Extended Leadership Team to develop, review and manage the 5-year Integrated Plan as a means of delivering on our Business Plan aligned to our budgets and priorities. Key here will be to work with the ELT to identify resource contentions, to agree suitable re-sequencing solutions.
* Provide added value executive reports, highlighting the key information and recommendations for consideration by the Extended Leadership Team and Leadership Team to ensure they know where decisions need to be made to ensure our projects are delivered on time to realistic targets.
* Review the current project methodologies, structures, and templates to identify and deliver improvements.
* Identify and implement a suitable project management system to help co-ordinate, track, and report on our improvement projects – recommendations on approach to understand and manage resource contentions.
* Work with Head of Planning & Performance to continue to enhance and embed a consistent approach to risk management and reporting across all areas of NGS.
* Continue to develop and monitor the implementation of ‘best practice’ guidelines for robust and consistent project management across NGS, including the identification of training needs in this area.
* Provide coaching, support, and training to our operational leads to help them scope, plan and deliver their projects successfully.
* Any other duties as appropriate.

The role will have to work effectively to support and challenge, from an informed standpoint, a range of stakeholder, including

* Members of the Leadership Team
* Members of the Extended Leadership Team, as representative Operational Leaders in NGS
* IT & Estates Infrastructure Managers
* Colleagues working as project managers and project directors or as key project team members

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The following range of knowledge skills and experience are required. Please ensure these are reflected in your application. Short listing for interview will be based on meeting these requirements.

**Essential**

* Proven track record of managing a successful programme of work in a diverse organisation via an added value Programme Management Office (or equivalent).
* Experience of scoping, establishing business case benefits and delivering complex projects.
* Experience of planning, forecasting and budget management across a series of projects at any one time.
* Computer literate, highly competent in the use of Excel. Power Point and Project Management tools.
* Experience of providing support and advice to project managers.
* Strong influencing, interpersonal and effective team working skills.
* The ability to communicate effectively verbally and in writing to a range of stakeholders and to provide clear advice to non-specialists.
* Good organisational, planning and time management skills and the ability to work to tight timelines and cope well under pressure.

**Desirable**

* Familiar with continuous improvement techniques
* Problem solving skills.
* Awareness of NGS’s strategy, structure, projects, and priorities.
* Knowledge of Government Gateway Review Process.

**SUMMARY TERMS AND CONDITIONS**

Salary: £37,105 - £41,526

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post, and which are above minimum entry requirements.

Hours: 42 hours per week, inclusive of meal breaks.

Annual Leave: 25 days per annum (moving to 30 says after 5 years continuous service)

All staff receive &10.5 public and privilege holidays

Pension: Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*

