



Projects Office Manager

Full-time, Permanent

Salary £41,687 - £46,654 per annum

Plus generous benefits package

Hybrid / flexible working

About the role

Are you an experienced project manager looking for a new opportunity? Do you enjoy working on diverse and impactful improvement projects? Do you want your expertise and opinion to be valued? Then read on!

We're a creative organisation constantly striving to improve how we engage with our audiences and assist our colleagues to achieve their true potential. This passion for continuous improvement requires us to develop and deliver multiple projects simultaneously. Priorities and projects are varied and include improvement plans for our estates, security and IT, income generation, equalities, environmental response, and wellbeing.

You'll play a pivotal role, being our champion for change and continuous improvement, making certain our skills and resources are aligned with our priority objectives. You will have experience of co-ordinating the delivery of projects across a wide portfolio to ensure the targets are delivered effectively. You'll work collaboratively across the organisation to help us get the best out of our improvement plans.

If you are passionate about project management, continuous improvement, and making a positive impact, we want to hear from you.

The difference you'll make

We have an ambitious programme to help improve how we care for our world class collection of art and our people, whilst constantly improving the visitor experience across our galleries, online and on the road. Consequently, we have a wide range of improvement projects across the organisation. These range from major capital projects (e.g. [the Scottish National Gallery](#) and [the Art Works](#)), to our programme of exhibitions and loans.

Reporting to the Chief Operating Officer, you'll help ensure best practice and appropriate project management is being applied on major improvement projects. You'll work collaboratively to ensure our plans are inter-connected across the organisation, playing a key part in aligning plans to our strategic priorities. This includes ensuring delivery against resource and budget constraints, taking a solutions-based approach to meet key deliverables.

We are currently developing 5-year plans to balance and align work across the organisation on our strategic priorities, public programme, and major improvement projects. We've established a standard approach to project management and this role supports and tracks various projects through dedicated forums. You will work with project leads to produce executive summary reports and make recommendations on how to deal with any potential risks, in particular resource constraints.

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728

VAT No. GB1001904 82

Your duties will include:

- Working closely with the Extended Leadership Team (ELT) to develop, review and manage the 5-year Integrated Plan to deliver our business plan.
- Working with the leadership teams to prioritise work and develop solutions where required to address identified risks, in particular resource constraints.
- Working with the Head of Governance & Compliance to continue to enhance and embed a consistent approach to risk management and reporting across the organisation.
- Providing executive reports, highlighting key information and recommendations to the Leadership Team and ELT, so they know where decisions need to be made to ensure projects are delivered on time to realistic targets.
- Providing project management coaching, support, and training to operational leads to enable them to scope, plan and deliver their project targets successfully.
- Identifying and implementing a suitable project management system to help co-ordinate, track, and report on improvement projects.
- Reviewing current project methodologies, processes, and templates to identify and deliver improvements.
- Continuing to develop and monitor the implementation of 'best practice' guidelines for robust and consistent project management, including the identification of training needs.
- Working effectively to assist and challenge a range of stakeholders, from an informed standpoint.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- A proven track record of project managing a successful programme of work in a diverse organisation.
- Experience of scoping, establishing business case benefits and delivering complex projects.
- Expertise of planning, forecasting, and resource and budget management across a series of projects simultaneously.
- Strong organisational and time management skills.
- Ability to manage competing demands in a busy environment with good problem-solving skills.
- Ability to communicate effectively to a range of stakeholders and providing clear advice to non-specialists.
- Experience of providing support, advice and training to managers to help develop their project management skills.
- Strong influencing, interpersonal and effective team working skills.
- Excellent IT skills, highly competent with Excel, PowerPoint, and Project Management tools.

It would also be great if you have:

- Familiarity with continuous improvement techniques.
- Awareness of NGS's strategy, structure, projects, and priorities.

[nationalgalleries.org](https://www.nationalgalleries.org)

National Galleries of Scotland is a charity registered in Scotland No. SC003728

VAT No. GB1001904 82

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£41,687 - £46,654 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week excluding a one-hour unpaid lunch break each day. Hours will be 08.30 a.m. to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on a Friday.

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728
VAT No. GB1001904 82

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS however, you will work across all three of our amazing Galleries based in the heart of Edinburgh. Free car parking is available at Modern Two.

Pension

We are a Civil Service Pension employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include generous employer contributions to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 12 February 2024

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



National Galleries of Scotland is a charity registered in Scotland (No. SC003728)

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728
VAT No. GB1001904 82