



## POSITION DESCRIPTION

<b>Position Title:</b> Project Manager, Capital Development	<b>Reports To:</b> Head of Property Services
<b>Directorate:</b> Enterprise, Finance and Property	<b>Direct Reports:</b> Nil
<b>Job Status:</b> Permanent and fulltime	<b>Date:</b> May 2022
<b>Job Purpose:</b>	
<p>Accountable to the Head of Property Services, the Project Manager, Capital Development is responsible for full project management, coordination, delivery and reporting of new building development and infrastructure works. These projects will be undertaken within agreed approvals process, within budget, on time and to the high standard required to achieve project goals and objectives. Project work will be within and around the Museum, including preparing galleries for renewal and enhancing other spaces within the building to improve visitor experience and enhance space efficiency. From time to time projects may also occur at Manu Taiko.</p>	
<b>Job Context:</b>	
<p>The Capital Development and Projects stream of the Property division is responsible for implementing and aligning projects with Auckland War Memorial Museum's strategic direction and values. As part of the organisation's <i>Asset Management Plan</i>, the Museum will continue to undertake a programme of asset renewal, access, gallery renewal and improvement works across the business.</p> <p>A vital member of the property projects team, the senior level Project Manager, Capital Development position is responsible for managing the successful delivery of planned building development projects. This will involve end to end project management from initiation through delivery, to handover to operational teams. The application of robust PM methodologies and techniques is expected. The incumbent may need to create and institute PM systems and processes where the Museum has gaps.</p> <p>Collaborative working along with effective written and verbal communication skills will be essential to the success of this role, with the role holder dealing with diverse stakeholder groups across all levels of the Museum, external contractors and project related organisations. In particular close alliance with gallery content personnel will be necessary.</p>	
<b>Relationships</b>	
<b>External Relationships</b>	
<ul style="list-style-type: none"><li>• Design team representatives eg. architects, quantity surveyors, engineers, cost managers</li><li>• Contractors</li><li>• Auckland Council and other partnership organisations related to all aspects of works delivery</li></ul>	
<b>Internal Relationships</b>	
<ul style="list-style-type: none"><li>• Head of Property Services</li><li>• Director of Enterprise and Finance</li><li>• Wider Property division colleagues</li><li>• Gallery (content) renewal personnel (separate PM team)</li></ul>	

- Relevant finance team personnel
- Corresponding teams across the Museum eg. Exhibitions division personnel

### **Key Tasks and Expected Results:**

#### **Project Management**

- Project-management of a variety of end-to-end projects, including initiation, business casing, scope-management, planning, scheduling, resourcing, financials, risk and issues capture, and reporting, using project methodologies (eg PRINCE2 or PMI / PMBOK)
- Successfully co-ordinate and schedule work to facilitate design, development and delivery of projects ensuring current museum practices are adhered to and best practice in project management is achieved at all stages
- Work across different business areas of the Museum to establish appropriate project teams, integrating regularly with the Property Services and Gallery Renewal team to deliver projects
- Take the lead in the facilitation of the planning, design, production, installation phases of the project with associated timelines and key deliverables
- Manages the project finances guides the team to meet budgetary goals, and proactively reports on budget
- Work collaboratively with relevant teams to implement and realise project goals and deliverables (e.g. curators, interpreters, programmers, conservators, collection managers, display team, marketing, external suppliers, contractors, partners, sponsors etc.) to ensure technical, relationship, and timeliness and quality dimensions of projects are maintained across the multiple stakeholders
- Manage, monitor and liaise with key contracts and consultants through the 'build' phase of projects
- Acts as spokesperson for the project team to internal and external stakeholders and serves as conduit of information back to the team
- Ensure all project documentation for internal and external stakeholders is accurate and to a high standard including clear communication of all aspects such as milestones, risks, issues, and budget forecasting and expenditure reports
- Successfully manage individual contracts with various suppliers, preparation and management of RFP processes if required
- Ensure that projects are planned and managed to ensure where possible the least impact on the visitors experience. Also, that suitable emergency egress is factored into all projects at all times.
- Develops initial cost and resource plans and overall Project Plans. Manages the project finances, guides the team to meet budgetary goals, and proactively reports on budget
- Proactively report on project risks, anticipates and manages issues and works with the team to mitigate risks in advance
- Proactively manage and anticipate issues and suggest solutions to the Gallery Renewal Project Manager in advance as part of project planning and delivery
- Manages the procurement of external contractors including management of briefs, requests for proposals, tender documentation, negotiating and managing contracts
- Ensure processes and systems are in place to receive comprehensive as-builts, M&E manuals, spares, warranties, quality documentation and training. Also ensure robust systems are in place to manage and resolve final defects and remedial issues to full project completion
- Complying with Museum's governance systems through reporting, and issues and risk management, practices

**Relationships**

- Develop effective working relationships with colleagues who contribute to base-build development and delivery and ensure their participation in project teams
- Develop effective working relationships and manage complex relationships with a broad range of people including external consultants, suppliers, contractors or stakeholder communities, who may not be familiar with working in a Museum environment, in a professional manner
- Support the Head of Property Services through:
  - Providing timely information, analysis and advice, to enable the Capital Projects work-stream to carry out its mandate and drive managed change
  - Actively participating as a member of the Property Services team and the programme team
  - Working collaboratively with Managers within the programme and Museum, contributing to work across the programme that is planned, coherent, efficient and effective.

**Digital Capability**

- Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels

**Develop self for current and future employment.**

- Knowledge and skills are developed and maintained for competent performance of current position
- A personal development plan is developed and maintained

**Ensure a healthy and safe work environment**

- Understand and exercise their health & safety responsibility according to health & safety legislation
- Understand and adhere to emergency and evacuation procedures
- Participate in annual health and safety audit of work
- Identify and report hazards, consistent with Museum policy and procedures

**Cultural awareness**

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā);
- Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum
- Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era

**Skills, Knowledge and Competencies****Essential Knowledge & Experience:**

- Minimum three years' experience in construction project management
- Formal project management qualification expected
- Formal structured project management training and prior experience working with structured project management methodology highly advantageous (eg Prince2)
- Proven competency with Microsoft Office programmes including Excel, Word and Project, as well as Adobe Acrobat Professional
- Experience in dealing with regulatory requirements and regulatory authorities ie consenting

- Proven record of leading teams in a project-based environment
- Demonstrable experience with financial systems, processes and reporting in a project management environment
- Procurement and contract management ie RFPs and NZS 3910
- Sound knowledge of various building infrastructure matters including: fire, HVAC, hydraulics, electrical and mechanical systems and its impact on the Museum environment
- Proven experience holding productive meetings and demonstrated ability to influence at these meetings
- Knowledge of museum gallery renewal and exhibition design requirements and strong understanding on the impact on visitor experience, collection & research and overall building infrastructure is highly desirable

**Competencies:**

- Proven effective time management and organisational skills
- Demonstrated ability to work collaboratively and across all levels of an organisation
- Effective written and verbal communication skills
- Problem-solving competencies
- Strong negotiation skills

**Personal Attributes:**

- Must be the flexibility to work a variety of working hours, including occasional evenings, holidays and/or weekends as required
- Current and full drivers licence essential
- Holds a reasonable level of fitness in order to complete all physical requirements of the role
- Demonstrates initiative and a proactive approach to work
- Has a 'customer-focus' and is positive in approach
- Enjoys working in a fast paced and lively organisation