



EDINBURGH
BIOMES

Project Manager - Capital Projects (client side)

Royal Botanic Garden Edinburgh Recruitment Pack

- Salary range £45,268 to £50,485
- Full-time post 37 hours per week based in Edinburgh (35 hours from 1 October 2024)
- Fixed-term to 30 June 2027



Royal
Botanic Garden
Edinburgh

Who we are

RBGE is a 354-year-old institution with an estate that stretches from Edinburgh across Scotland, this role is based at the Edinburgh Garden and is focussed on the delivery of the ambitious Edinburgh Biomes Programme.

The Edinburgh Biomes Programme is a multi-million-pound, five-year programme of estate development, which includes the restoration of our heritage glasshouses, a new energy centre, the replacement and enhancement of our research glasshouses, the restoration of our 1960s “front range” glasshouses and a new plant quarantine facility. The postholder will also lead on capital projects across the estate that support the organisation’s objectives.

The Programme is in the construction phase we are looking to recruit an experienced Project Manager to support its continued delivery. Reporting to our Head of Edinburgh Biomes Programme you will work with internal colleagues, external consultants, contractors, and partners to support and coordinate the delivery of the works using construction management tools and techniques. The role includes the delivery of smaller capital projects across the estate, many of which will contribute to the achievement of the aim of the Biomes programme.



Who you are

You are an experienced construction project manager who thrives on playing a key role in an organisation. With a desire to succeed and make your mark while bringing people in your team and across the organisation with you. You'll be a positive persuader who isn't afraid to roll up their sleeves when required!

If this sounds like you, and you have the passion and drive to help us succeed, then we very much look forward to hearing from you.

The wider Biomes delivery team includes a Clerk of Works, a BIM Controller, and a Project Officer dedicated to delivery of the programme of capital works.



Edinburgh Biomes

Transformative Infrastructure

The Edinburgh Biomes Programme is a multi year programme of estate development, which will include: the replacement and enhancement of our research glasshouses, a new plant health laboratory, the restoration of our heritage glasshouses, a new glasshouse as part of a renewed visitor experience, and a new energy centre.

You can find out more about the programme and what's happening right now here: <https://www.rbge.org.uk/news/edinburgh-biomes/>



The Role

Job title: Project Manager - Capital Projects (client side)

Reports to: Head of Edinburgh Biomes Programme

Main duties:

1. Follow the construction project management procedures for the delivery of all projects and support the Head of Edinburgh Biomes Programme with the revision and implementation of standard construction project management procedures
2. Develop and maintain good relationships primarily with internal customers but also with external advisors/contractors: major stakeholders, funders, neighbours, local and regional planning authorities
3. Work with the Head of Edinburgh Biomes Programme and communications team to co-ordinate project communication between user clients, external consultants, and internal service providers. Ensure lines of communication are understood and that all necessary consultations take place at the appropriate stage. Facilitate seamless handover to clients and in-house maintenance personnel
4. Attend Edinburgh Biomes design and technical design meetings and report progress activity
5. Co-ordinate and manage internal Edinburgh Biomes technical meetings, the RIBA Stage sign off process and liaison with external consultants
6. Project manage the design, procurement and delivery of Estates-related capital works projects
7. Work with the horticulture teams to ensure plant decant activity is progressing on programme and provide support as required
8. Ensure that assigned projects produce the required deliverables within the defined quality, time and cost constraints
9. Provide support with the preparation of the Programme Board, Project Steering Groups, Client Design Approval Group and Cost Management Meetings
10. Support the development of project technical briefs
11. On-going liaison with external cost consultant and external project management team, and deputise for the Head of Edinburgh Biomes Programme as appropriate
12. Actively challenge budget estimates for value for money, set agreed budgets and implement/monitor cost management and control to deliver project on budget
13. Ensure that furniture, equipment, commissioning, and occupation requirements are detailed, procured and implemented
14. Co-ordinate the move management throughout the duration of the Edinburgh Biomes Programme
15. Ensure client duties under the CDM Regulations are fulfilled
16. With the Procurement Manager, develop, manage and engage appropriate procurement across the estate ensuring compliance with Scottish Government procurement processes
17. Project risk and issue management – understand, identify and proactively manage individual risk and issue events and overall project risk by minimising threats and maximising opportunities
18. Project manage the design, procurement and delivery of other capital works out with the project from time to time

Skills, Knowledge & Experience

To be successful in this role, we think you'll need the following:

Essential

- Professional and technical experience in design, construction, procurement and project management, with a record of delivering a range of capital projects from planning to completion stage
- Knowledge of CDM Regulations and client responsibilities
- Experience of managing internal and external project teams
- Well-developed influencing skills
- Excellent organisational and communication skills
- Self-starter with ability to work autonomously and as part of a small team
- Ability to communicate verbally and in writing with a variety of audiences, both internally and externally
- Ability to manage competing priorities

- High-level interpersonal, numeracy, written and computer literacy skills

Desirable

- Professional qualification in a building or project management related discipline i.e. ARB, RIAS, RIBA, MRICS, APM or MCIQB
- Educated to degree level in a building and project management related discipline or have gained equivalent knowledge through work experience





For enquiries about the post please contact Claire Monk at cmonk@rbge.org.uk

To apply email recruitment@rbge.org.uk with:

- your CV
- a covering letter outlining the skills and experience you'd bring to the post
- a completed equal opportunities questionnaire: [EOQ form](#)

Closing date: Midday (BST) Friday 21 June

Interviews expected: Tuesday 9/16 July 2024

Recruitment information: <https://www.rbge.org.uk/about-us/working-with-us/vacancies/>

The Royal Botanic Garden Edinburgh is a charity registered in Scotland (No SC007983)

