

# Project Manager – Capital Projects

## Job Description

### Purpose

This role plays a key part in supporting the successful delivery of capital projects across the organisation. Working collaboratively with colleagues, advisors, and stakeholders, the job holder helps coordinate project activity, governance, and communication. Through proactive support, strong organisational skills, and inclusive ways of working, the role contributes to safe, efficient, and value-for-money project delivery aligned with organisational priorities.

### Core Responsibilities

#### Project Management

- Work collaboratively with the Programme Manager and Edinburgh Biomes external project managers to support the design, procurement, and delivery of capital projects, including the Edinburgh Biomes from early stages through to completion.
- Partner with the Programme Manager and the Edinburgh Biomes Cost Management Consultant to monitor budgets, constructively challenge cost assumptions, and help ensure best value for money.
- Participate in Edinburgh Biomes technical and progress meetings, contributing to discussions and providing clear and timely updates on project progress.
- Support the Programme Manager in implementing, reviewing, and continuously improving construction project management procedures.
- Lead and manage the design, procurement, and delivery of estates-related capital works projects as required, ensuring alignment with programme objectives.
- Work closely with a range of stakeholders to coordinate effective move management throughout projects, ensuring a smooth and well-communicated transition.
- In collaboration with the Procurement Manager, help develop, manage, and deliver appropriate procurement activity across the estate, ensuring compliance with Scottish Government procurement processes and best practice.

## **Stakeholder Management**

- Build and maintain positive, effective relationships with a wide range of stakeholders, including internal teams and external advisors and contractors.
- Work in partnership with the Communications team to plan and coordinate clear, timely, and inclusive communications with stakeholder groups, ensuring communication routes are well understood and consultation takes place at the right stages.
- Support the Programme Manager with the preparation and coordination of Board reports, helping ensure information is clear, accurate, and accessible.
- Prepare, review, and contribute to internal presentations and reports, tailored to the needs of different audiences.
- Act as a deputy for the Programme Manager when required, providing continuity of leadership and support to the wider programme team.

## **Financial Administration**

- Work collaboratively with the Programme Manager to support the effective management and oversight of capital project budgets.
- Use available digital and financial systems to raise purchase orders, process invoices, and track expenditure, helping ensure transparency and effective monitoring of spend against project budgets.

## **Team Coordination**

- Line management of the Clerk of Works.

## **Data and Reporting**

- Maintain and develop dashboards and trackers that support clear, accessible reporting for senior leadership and governance groups.
- Contribute to the compilation and analysis of data for performance reviews, audits, and funding applications, helping ensure accurate and timely information is available to support decision-making.

## **Miscellaneous**

- Work collaboratively with departmental colleagues to balance workloads, share knowledge, and help develop consistent and effective ways of working.

- Provide flexible and proactive support to the Programme Manager, taking on any additional agreed tasks and responsibilities to help ensure the smooth delivery of the programme.
- Any other duties as required.

## Person Specification

### Essential Skills

- Demonstrable professional and technical experience across design, construction, procurement and project management, with a proven track record of delivering capital projects from planning through to completion.
- Strong understanding of Construction, Design and Management Regulations and client responsibilities, with a commitment to safe and compliant project delivery.
- Experience of effectively leading and collaborating with internal and external project teams.
- Well-developed influencing skills, with the ability to build positive relationships and achieve shared outcomes.
- Excellent organisational and communication skills, enabling clear, timely, and consistent information sharing.
- Proactive and motivated self-starter, comfortable working independently as well as collaboratively within a small team.
- Confident communicator, able to present information clearly in both written and verbal formats to a wide range of internal and external audiences.
- Proven ability to manage competing priorities and adapt to changing demands.
- Strong interpersonal, numeracy, written, and digital skills, supporting effective analysis, decision-making, and reporting.
- Recognised project management qualification e.g. PRINCE2, APM or PMP or equivalent experience.

## Desirable Skills

- Educated to degree level in a building or project management-related discipline, or able to demonstrate equivalent knowledge and expertise gained through relevant professional experience.
- Professionally qualified in a building or project management-related discipline (for example ARB, RIAS, RIBA, MRICS, APM, or MCIQB), or able to demonstrate equivalent professional expertise and experience.