



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Estates Project Manager
Reports to: Estates & Facilities Director
Responsible for: Estates Infrastructure Project Management

Main purpose of the job

Working across all ROH properties as required, the Estates Project Manager is responsible and accountable for the delivery of designated estates infrastructure projects, specifically:

- Project management, project delivery and project implementation associated with the estate's capital maintenance plans.
- Management and delivery of scoping, documentation, procurement, and implementation of projects.
- Monitoring and reporting on project progress, change control and risk management.

Main Responsibilities

Working with Director of Estates & Facilities and other project team members:

- Define and develop project scopes and schedules within the given budget and timelines; agree the programme plan with key stakeholders.
- Ensure the interdependencies between projects are fully understood, aligned, and acted upon.
- Ensure programme documentation is aligned, including project initiation documentation, risk control documents, progress reports, project plans, change control, and other documentation as required by the projects.
- Ensure delivery teams are aware of their roles, responsibilities, and tasks. Motivate and provide direction for the programme.
- Ensure delivery expectations are communicated with stakeholders; ensure effective and open communication throughout the project team.

- Organise, coordinate, and direct the programme activities; manage risks and issues proactively.
- Regularly review and report to governance boards and meetings including project risks and progress.
- Monitor project budgets, resources, dependencies, and task delivery.
- Using a range of outputs from surveys, audits, and studies, carry out technical analysis of data, oversee further enquiries as may be required.
- Assess priorities and develop specific projects including business cases, budgets, timescales, and impact studies.
- Work with external consultants, specialists, project managers, internal stakeholders, and others to develop detailed programmes and plans for projects.
- Develop project budgets that take account of capital expenditure, fees, and BAU impact costs. Work with cost consultants to evaluate budget assumptions.
- Prepare reports for Estates Committees to track progress, financial results, and issues.
- Oversee project implementation and delivery, and all stakeholders (internal and external) related to the project to meet objectives.
- Maintain regular, positive communications with stakeholders that may include funders/sponsors and other external bodies.

PERSON SPECIFICATION

Minimum Knowledge, Skills, and Experience

- Current project management certification, Prince 2 practitioner, agile management or equivalent.
- A construction Project Management degree, or relevant degree, or senior level of experience delivering Estates related projects.
- Professional industry memberships and evidence of CPD.
- Experience of estate planning and construction projects.
- Experience of relationship management including an understanding of operational requirements and sponsorship relationships.
- Demonstrable ability to work within a complex operating environment with a range of different stakeholders.
- Highly effective and confident interpersonal and influencing skills - able to inspire confidence and develop effective working relationships internally and externally at all levels.
- Proven ability to work proactively and independently, making decisions with minimal supervision.

Other Essential Knowledge, Skills, and Experience

- Excellent written and verbal communication skills.
- A high degree of computer literacy – able to use word processing, email, spreadsheets, Internet applications, and databases to support own work and project delivery.

- Ability to conduct technical project evaluations and assessment of results.
- Commitment to managing own learning and continuous development relevant to the role.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

