



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Property Project Sponsor</b>
<b>Department:</b>	<b>Privy Purse and Treasurer's Office</b>
<b>Section/Branch:</b>	<b>Property Section</b>
<b>Location:</b>	<b>Buckingham Palace and Windsor Castle</b>
<b>Reporting to:</b>	<b>Head of Projects</b>

### Job Context

The Property Section is responsible for managing the fabric and services of all buildings within the Royal Household and is comprised of a team of highly skilled property professionals who are responsible for the maintenance of The Queen's official residences and for other properties within the Occupied Royal Palaces (the Estate). The section prides itself on the achievement of exceptional standards and strives to be a centre of excellence offering advice on the upkeep of historic buildings.

The majority of buildings are Scheduled Ancient Monuments or listed, many are Grade I. The Property Section is divided into a projects team and two operational teams, one in London and one in Windsor. The projects team manages the large and complex projects from an annual works programme, three year and ten year plan, from inception to completion and handover to the operational team. Although members of the project team may be based in one office, they will need to travel between sites according to their specialist skills and the priorities in the works programme.

### Job Purpose

The Project Sponsor will have overall accountability for a portfolio of projects delivered by multi-disciplined external consultant and third party teams. The Project Sponsor is primarily concerned with ensuring that projects are delivered in line with the Property Section's business objectives and role as custodian of these historic buildings. The projects will be predominantly driven by other departments, whose aspirations require interventions and alterations to the buildings.

The role will be vital in ensuring a strong relationship between the Property Section and other departments undertaking works across the estate i.e. Royal Collection Trust.

The person will act as the focal point for key decisions, flow of information and strategic communications regarding the projects, so the right people are informed to make decisions.



## Principal Accountabilities

### Project Sponsorship

- Act as the principal point of contact between all internal parties (departments, clients, customers and users), external parties (e.g. Local Authorities, Historic England) and the contracted supply chain, to deliver the works.
- Act as a focal point for all chosen projects, ensuring a clear communication structure for key information throughout the Property Section and management decision making groups.
- To liaise closely with Property Section colleagues to ensure projects are appropriately co-ordinated with other works, so as to minimise disruption, allow best use of resources and ensure that work is carried out to the highest possible standards. In addition, to work with colleagues across the organisation, to ensure that projects take account of the continued operation of the Estates and that disruption is minimised.
- To be responsible and accountable for the end-to-end project and programme management, including budgets and governance of a range of works, varying in scope and scale across the entire estate.
- Active management of project managers, through the external professional consultants team(s), in order to deliver the expected quality, performance and standards.
- Safeguard the historic building fabric of the estate, through the diligent planning and execution of the project works. To manage the planning of a project; preparation of specifications, schedules of work, sketch plans and simple working drawing; management of the tender process; appointment of contractors; supervision through to completion, settlement of final accounts and handover to the Operations team.
- To oversee project management methodology including document templates and monitoring systems.

### Compliance and Risk Management

- To ensure that all relevant statutory compliance and legislative requirements are met; that associated policies and procedures (internal and external) are known and adhered to; and that consultants and contractors are competent.
- To own, manage, mitigate and remove risk within the resource boundaries of your schemes.
- To obtain the necessary approvals and sign offs for each stage of a project, with the appropriate decision making parties within the agreed timescales.

### Financial, Contract and Systems Management

- To ensure works are procured in the most cost-effective manner in order to achieve excellent value for money.



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- To ensure all financial, tender and contract management procedures comply with departmental governance that financial authorisations fall within delegations and are carried out in the correct time.
- To ensure detailed documentary evidence is retained for the projects that shows complete adherence to governance processes in line with the records management and filing protocols in place (to include tender documents, archives and historic documents, photograph library and technical drawings).
- To ensure all Property related IT systems and databases for these projects are created and thereafter utilised correctly and kept up-to-date.

### Stakeholder Management

- To pro-actively manage stakeholder relationships and communicate regularly to internal and external stakeholders (including the client and all those affected by the works) on the progress and impact of works so as to minimise disruption.
- To liaise closely with customers to ensure the service provided meets their needs and expectations and that the highest levels of customer service are delivered.
- To be the main point of contact for all chosen projects, ensuring clear and consistent communications of relevant information throughout the Property Section and management decision making groups. This will include production of board papers and reports.

### Job Dimensions

The post holder will have the responsibility to supervise and manage a number of external consultant and third party teams. They will have no line management responsibility of direct employees. The post holder will be expected to have a detailed financial control and monitor expenditure, working with the Head of Procurement and Head of Projects to ensure the highest governance standards.

### Decision Making Responsibilities

The post holder will have the ability to take decisions and use their integrity and judgement, whilst exercising caution. As an essential requisite for the job, the post holder will also know when to refer to others, such as the Property Management board, for either consultation or information.

### Practical Requirements

Due to the nature of the position the post-holder must have a flexible approach to working hours. Although principally based in London, the post-holder will work at different locations in line with business need, including Windsor.

### Person Specification

- Educated to degree level within a relevant discipline such as Building Project Management, Surveying, Engineering or Building Conservation and with substantial experience as a Property
- This document is not contractual and may be subject to change following consultation with the post-holder.



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Project Sponsor, gained within an environment of occupied spaces. Experience of managing and maintaining historic / listed buildings would be a definite advantage.

- To have experience of acting in a Project Sponsorship role and successful delivery, through multi-disciplined external consultant and third party teams.
- First-rate project/programme management skills. Able to manage a varied portfolio of work, tight programmes, adapt to changing circumstances and prioritise work/resources.
- Experience in relation to statutory compliance and risk management.
- Adept at managing stakeholder relationships, with a strong, proactive and pragmatic approach and natural interpersonal skills whilst having the ability to influence at all levels.
- Experience in leading and managing large scale projects to a successful outcome, motivating delivery through others.
- The ability to work collaboratively with colleagues across functional and geographical boundaries, where flexibility and a 'can do' approach to teamwork is essential.
- Extensive experience of budget & contingency management, cost control and contract management, within a strong governance framework.
- Demonstrate knowledge and practical experience of property related procurement, utilising a range of different tendering and contract procedures.
- A logical problem solver with good judgement and decision making capability. Able to remain level-headed under pressure.
- Genuinely passionate about and familiar with a customer-driven approach to the delivery of property services, with a rigorous approach to standards of internal customer service and continuous improvement.
- IT literate with a good working knowledge of MS Office and programme management software.