

ADVERT

Project Development Officer

National Botanic Garden of Wales

The National Botanic Garden of Wales opened in May 2000 and is one of Wales' most iconic visitor destinations. The Garden is diversifying its activities to improve its commercial performance, drive up footfall and capitalise on the assets of its 568 acre estate. The Garden is set within a Registered Historic Parkland, contains a National Nature Reserve and a working, organic farm. The Garden is an economic anchor organisation for west Wales, and supports economic growth and prosperity in an area which continues to be one of the most disadvantaged in Europe.

The Garden has launched a Programme for Growth to maximise the commercial potential of its assets to generate income to re-invest in its core mission of research and conservation. The Gardens' internationally important plant collections, world-renowned Great Glasshouse and varied programme of year-round events provide enduring appeal, attracting over 160,000 leisure visitors annually.

The Garden is developing new visitor activities and investing in upgrading the site infrastructure, which will underpin its long-term, commercial sustainability and continue to drive visitor numbers upwards. As Project Development Officer you would be a critical part of the Garden's Project Management Team and have responsibility for managing project activities and resources, working with others to develop project plans, and be expected both to track and report on progress to the Garden's Senior Management Team and Trustees. This is a responsible and important role with real opportunity to contribute to the future of one of Wales' national assets.

You will be educated to at least degree level or equivalent with evidence of excellent numeracy and literacy, and a proven track record in the theory and practice of complex project programme management (Prince 2 or similar), preferably with construction, COSSH and engineering components. Analytical and proven organisational experience, with ability to multi-task and prioritise your own time and that of others is therefore essential. Together with generally strong IT and keyboard competence, you will be confident using diverse packages and data management systems including project management tools software.

As a good communicator both interpersonally and in writing, you will also be a competent people manager, who is able to motivate and to influence others resolving challenges and communicating solutions effectively. Fluency and confidence in written and spoken Welsh is desirable. In addition, an interest and enthusiasm for the purposes and objectives of the project as well as those of the National Botanic Garden of Wales is highly desirable.

OUTLINE DETAILS OF APPOINTMENT

This is a full-time, fixed term post. It is available starting from the soonest date which can be arranged. Standard hours of work are 37.5 on any five days out of seven, or as required to meet the organisation's needs. Weekend work is likely to be required on a rota basis. The salary is up to £27,000 per annum according to qualifications, track-record and competence.

You are encouraged to explore the Garden web site to find out more about us and what we do.

It is essential in your application that you provide evidence and proven examples showing specifically how you meet each of the selection criteria of the job requirements. These competencies will be further developed and discussed in detail with those candidates invited to interview.

Informal enquiries are welcome and should be directed to Huw Davies, Head of Facilities at:
huw.davies@gardenofwales.org.uk

**Applications, in the form of a cover letter and CV clearly showing how you meet the criteria should be sent, preferably as electronic copy, to Charlotte Lumby
(charlotte.lumby@gardenofwales.org.uk) by Friday 29th September 2017 Interviews are currently planned for week commencing 9th October 2017.**



NATIONAL BOTANIC GARDEN OF WALES GARDD FOTANEG GENEDLAETHOL CYMRU

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Job Description

Disgrifiad Swydd

Post Title	Project Manager
Reports to	Head of Facilities
Term	Fixed term, three years
Salary	Up £27,000
Responsible for	Development and delivery of capital projects
Post Reference*	

OUTLINE purpose of role

The Garden has embarked on an ambitious Programme for Growth which includes a number of significant projects, facility improvements and infrastructure developments. The Project Development Officer will be responsible, in close co-ordination with a senior and experienced supporting team, for day-to-day co-ordination and progress of projects from feasibility through to completion, ensuring that all outcomes and outputs specified are met.

A. General Responsibilities

Main Job Tasks and Responsibilities

1. Working closely with senior members of the Garden and others, to lead successful delivery of capital works projects on budget and on time. This includes (but is not limited to) planning and implementing programmes and works in line with the project plan, funding/finance applications, defining project specifications, preparing financial and delivery plans, and ensuring grant compliance.
2. Ensuring effective, high-standard, value-for-money procurement and management of consultants, contractors and other works and services.
3. In co-ordination with others, taking responsibility for project Health and Safety matters, Risk Register review and practical risk mitigation measures.
4. Manage, monitor, and report on project progress. Ensure project management and record keeping meets rigorous audit and best practice project management expectations and considerations.
5. Contribute proactively to the work of any project steering group, and where requested taking responsibility for its scheduling and operation.
6. Analyse and evaluate project progress, outcomes, and impact. Making recommendations for any improvements as well as problem-solving and finding solutions to challenges that arise.
7. Raise the profile of the Garden as an iconic visitor destination.

B. Specific Duties

1. Work with others across and beyond the team to ensure high standards of communication to staff and stakeholders, as well as consultants and service providers.
2. Ensure project compliance with Garden policy and financial regulations, and the requirements of any funding.
3. Be responsible for monitoring, review and reporting on project progress and at all times initiating, consulting on, and suggesting improvements.

4. Co-ordinate and consult with other members of the project team, steering group (if relevant), stakeholders, and participating individuals and groups to maintain project momentum and secure its success.
5. Contribute to the work of the Garden through provision of routine and ad hoc reports, publicity, data collection and review of project performance.
6. Collaborate widely with stakeholders, partners, participants, team members, and others to raise the reputation and build the positive profile and success of the Garden.

C. Other General Duties

1. Contribute, as a member of the Garden staff team, to any activities or duties that support and promote the Garden, and help in its smooth day-to-day running and its overall success.
2. Such other duties as from time to time will be allocated.

Criteria and Evidence Expected		Method of Assessment		
		Paper Application	Interview	Occupational Assessment
Education/Qualifications Knowledge/Experience Competencies/Abilities				
Essential Criteria				
1	Educated to Hons Degree in relevant subject, or relevant practical experience.	✓	✓	
2	Minimum of five years' experience in a similar or related role.	✓	✓	
3	A reasonable standard of computer literacy and competence in Microsoft Office programmes including email, Word and Excel.	✓	✓	
4	Good oral, written, and interpersonal communication skills, including the ability to deal with experts and non-experts at all levels across the organisation.	✓	✓	
5	Evidence of a good understanding and experience of working in compliance with relevant Health and Safety Issues.	✓	✓	
6	Demonstrate technical knowledge and capability in project work, site supervision and contractor management	✓	✓	
7	Demonstrate an organised and methodical approach to work including forward planning.	✓	✓	
8	Ability to follow instructions and to work under own initiative as well as evidence of being an effective team player with a "can-do" attitude.	✓	✓	
9	Be in possession of a valid full UK Driving Licence.	✓		
10	Willingness and ability to work flexibly in relation to rota working times/days, ensuring team cover across weekends, bank holiday etc.	✓	✓	
Desirable Criteria				
11	QS or building related qualification.	✓		
12	PRINCE 2 or similar.		✓	
13	IOSH/NEBOSH or similar Health and Safety Certificate.	✓		
14	Fluency in written and spoken Welsh.	✓	✓	✓
15	Experiences of working in a tourist attraction or other similar environment open to the public.	✓	✓	
16	Experience working in/with the public and private sector	✓	✓	
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