



Project Manager – Facilities Management, temporary until 31 March 2020 (with the possibility of extension)

Ref: 608781

Working Pattern: Our normal working week is 37 hours but we currently operate a wide variety of work patterns successfully balancing lifestyle choices with business requirements. All requests for part time or flexible working hours will be seriously considered



Salary Range: £32,709 to £40,560
Location: Holyrood, Edinburgh

Closing date: 5pm on 20 July 2018

About the Post

Our Facilities Management office provides a full range of building and estate management services aimed at ensuring the Parliament has sufficient and appropriate accommodation to meet its needs. The office consists of three distinct areas of work including:

- Building Management: Hard Services and Project Delivery
- Service Delivery: Soft Services, food services, mail services and helpdesk
- Health and safety, fire safety and environmental management

Based within the building management team, this temporary post has been created to lead the delivery of the physical security work-stream of our Security Maturity Programme. The Security Maturity Programme has been developed to ensure that the Parliament's Security Office continues to safeguard those who work within and visit the building whilst also ensuring that the Parliament remains accessible and welcoming to all who visit and engage with it.

Duties

Reporting to the Senior Project Manager within the FM team and also accountable to the Security Programme Manager, your responsibilities will include:

- Working collaboratively with key business partners such as Security and Procurement to ensure that project briefs and specifications are clearly defined to enable efficient and compliant procurement of required resources and the subsequent appointment of supply partners

- Working collaboratively with colleagues in the FM Office and members of the Security Maturity Programme project team to develop project processes for the delivery of building security projects
- Effective relationship management with project consultants and supply-partners to create and promote a collegiate culture of high performance in project delivery
- Meeting financial objectives by forecasting requirements, preparing project budgets and scheduling expenditure in line with financial processes
- Ensuring and contributing to effective governance frameworks around project delivery allowing robust management of risk and change
- Taking decisions on any issues which are having a direct impact on the delivery of the programme or any individual project within the programme within the bounds of your devolved responsibility
- To act as a single point of access to address issues and questions regarding the delivery of the programme or individual projects within the programme
- Continuously improving the project delivery process through post-project reviews with delivery partners and stakeholders
- Ensuring that there are strict controls in place in order that all parties to the project (stakeholders, consultants, suppliers) are aware of the confidential nature of the project information
- Ensuring that there are robust document management controls in place in order to mitigate the risk of loss of very sensitive and confidential security information
- Co-ordinating and/or leading programme communications to all stakeholder groups

Skills, Knowledge and Experience Required

You will be educated to degree level or hold a relevant professional qualification such as PRINCE2, MSP or equivalent and be a member of an appropriate professional association. At least three years' previous experience of managing a programme of projects to a successful outcome is also required. Experience of, or an interest in, the security field would be desirable as would experience of working on security-related projects.

You must be able to provide evidence to demonstrate the following:

1. Programme Management

- A thorough understanding, coupled with practical experience, of the techniques required for planning, monitoring and controlling projects
- Demonstrable experience of requirements gathering and prioritisation techniques, with the ability to scope individual projects from the requirements
- The ability to undertake cost and options approval development and have strong approvals skills
- Demonstrable experience of benefits mapping against outcomes and reporting on benefits realisation

2. Project Management

- A strong understanding of the project delivery lifecycle

- An understanding and practical experience of change management
- Demonstrable organisational, planning, scheduling and reporting skills

3. Problem solving and decision making

- The ability to evaluate complex information, coupled with the experience of developing a coherent plan of action using strong analytical planning and organisational skills
- The ability to quickly understand an organisation's structure and culture to ensure that any action plans developed are appropriate and fit-for-purpose
- Experience of developing improvement plans for processes and tools
- Excellent risk management reporting and awareness

4. Resource Management

- Experience of managing a budget effectively, tracking expenditure and committed spend through formal budgeting processes
- Experience of the management of project teams responsible for the delivery of significant large or complex projects
- Experience of developing and coaching colleagues within a matrix management structure

5. Leadership

- Experience of positively leading project teams to work together to successfully deliver the programme goals
- Enthusiastic self-starter with the ability to motivate and engender collaborative working across project teams
- Understanding of the sensitivities of working in a political environment

6. Communication and interpersonal skills

- Ability to convey complex programme or project management information to a wide audience of stakeholders
- Ability to challenge views or opinions in a constructive way
- Strong influencing skills
- Constructive approach to conflict resolution and management of expectations

Your application should provide some evidence of these qualities.

How to apply

To apply, please complete the application form, demonstrating the skills and experience above and return to jobs@parliament.scot by **5pm on 20th July 2018**. The next stage will be an interview and assessment, and you will be asked to provide evidence of the skills, knowledge and experience above.

Benefits

We offer a great range of benefits including 41.5 days' leave (including public holidays), the opportunity to join the Civil Service pension arrangement and flexible working arrangements and family-friendly policies.

Salary

The salary range for this post is shown below which is the full-time salary:

| Minimum | Year 1 | Year 2 | Year 3 (max) |
|---------|---------|---------|--------------|
| £32,709 | £35,062 | £37,414 | £40,560 |

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

Pension

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at www.civilservice.gov.uk/pensions

Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning [Performance](#), [Attendance](#) and [Conduct](#).

Travelling and Other Expenses

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in

such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

Data Protection

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment.

Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.