



Job Description

Post Title	Temporary Accommodation Project Manager
Team	Temporary Accommodation Project Team
Reports to	Programme Delivery Director, later transferring to the Temporary Accommodation Project Director

Purpose of the Role

Manage the project to plan, design and undertake the works to provide temporary accommodation during the restoration and renewal works to the Houses of Parliament.

Key Accountabilities and Responsibilities

- Actively promote and demonstrate a strong safety and security culture in project design and working environment. Implementing the health, safety and wellbeing policy and strategy through design, surveys and works.
- Support the discharge of CDM Client duties.
- Undertake the role of Project Manager within the NEC suite of contracts and deputise for the future Project Director.
- Maintain the highest standards in supporting personal and work-related health, safety, and wellbeing.
- Ability to demonstrate safety leadership through role modelling attitude and behaviours.
- Support the implementation of physical and data security standards, proactively engaging with Parliamentary Security.
- Formulate annual and whole-life control budgets, implement Value for Money principles, undertake Budget Holder duties (for c.£50m) for procurement, commitment authority, change management and payment.
- Develop and maintain the project schedule and associated key milestones and outputs, taking a risk based approach.
- Implement the Delivery Authority's Quality Management Plan, applying continual improvement techniques.
- Maintain and build on existing relationships both within the parliamentary community, including senior members and officials, and external regulatory and industry organisations. Support the gaining of necessary consents and permissions to undertake the works.
- Lead and encourage team to work as an integrated team, through an understanding of client needs and effective communication.
- Provide regular progress information to allow accurate reporting of design & project construction progress.
- Work with the wider R&R programme to ensure an integrated approach to delivery.

Key Stakeholders and Relationships

- DA Executive Team
- Client Team Leadership Team



- Senior members and officials in the House of Lords
- Regular contact with and other Head of Functions and individuals at various levels and functions within the R&R Programme Delivery Authority and Client Team
- R&R Deliver Authority Programme Leadership Team, Programme Director and the departmental/Project leads
- Industry bodies and other external advisors
- Lead consultants contracted to provide professional services to the Restoration and Renewal Programme.

Qualifications, Skills and Experience

Essential

- Proven track record of managing delivery of multi-disciplinary projects within the built environment with complex stakeholder relationships.
- Demonstrable experience of establishing and maintaining strong collaborative partnerships and building effective relationships to secure business outcomes across teams within the organisation and across other organisations at executive, senior manager and team level.
- Demonstrable experience of leadership and people management responsibilities including management of consultants.
- Experience of managing NEC suite of contracts in a live environment
- Experience of discharging CDM Client duties
- Able to exercise discretion and use sound judgement to inform decision making and implement changes which have wide ranging impact.

Desirable

- Undergraduate degree in a relevant subject or certified practitioner in a recognised project/programme management methodology e.g. PRINCE2, APM or Managing Successful Programmes (MSP).
- Be able to grasp the environment and dynamics in which Parliament operates, including its interaction with Government.