

Job Description

Job Title: Assistant Project Manager

Department: Buildings and Renewal

Grade: D

Location: Barbican Centre – Barbican Renewal Project Office

Responsible to: Barbican Renewal Project Manager

Responsible for: N/A

Purpose of Post

The Assistant Project Manager will work collaboratively with both the internal project team and the external multi-disciplinary design team to support the successful delivery of the Barbican Renewal Project. This is a varied role with the opportunity to work across various workstreams within Barbican Renewal, although the main focus of the role will be to support the Conservatory and Wayfinding projects.

The Assistant Project Manager will support the planning and organisation and delivery of projects to achieve the ambitions and purpose of the Barbican Centre, and to mitigate as far as possible disruption to the Barbican Centre's events and activities. The Barbican Centre is a "live" working environment and the Assistant Project Manager will need to provide support to the Barbican Renewal team to ensure that expectations are managed, disruption is kept to a minimum and all parties are aware of when the works are and the impact these will have on business as usual.

The Assistant Project Manager will be committed to providing the highest level of service to both internal and external stakeholders, and will actively seek to promote equity, diversity and inclusion in relation to the duties of the post in alignment with the Barbican Centre's purpose and values.

Main Duties & Responsibilities

1. To support the Project Manager for the Conservatory and Wayfinding projects and wider Barbican Renewal team to provide a complete project management service on behalf of the Barbican Centre as client.
2. To support the management of projects in accordance with the City of London's Procurement and Financial Regulations. Training will be provided to the successful candidate on all these areas.
3. To act as a key contact for the external consultants who form the multi-disciplinary design teams. These include: lead designers, architects, civil, structural and building services engineers, sustainability experts, landscape designers and architects, wayfinding designers, heritage consultants and planning consultants.
4. To support liaison with internal and external stakeholders, including the client team, audience and community groups, residents, planning authorities, interest groups and others, as appropriate.

5. To coordinate meetings, working groups, requests for site visits and site access to Barbican Renewal project areas, including providing support in the planning and programming of sessions by undertaking research, identifying and liaising with key stakeholders, and attending and facilitating workshops where necessary. This includes researching venue availability and scheduling meetings where necessary in person via the Barbican Centre's event booking system or online via Microsoft Outlook/Teams.
6. To be responsible for the preparation of materials for meetings, including collating agendas, creating PowerPoint presentation slide decks and any other documents such as copies of reports, financial data, design briefs etc as required by the Project Manager.
7. To coordinate with the Project Manager to attend and take notes at client meetings.
8. To manage and maintain all project documentation, including both electronic and hard copy. This will include ensuring all information is up to date and easily accessible.
9. To support Barbican Renewal programme planning to ensure the delivery of the Conservatory and Wayfinding projects align with other projects being delivered across the site. To also support the planning and delivery of other Barbican Renewal projects where required.
10. To support the creation and/or further development of briefs to ensure relevant end users' requirements are met.
11. To liaise with other departments to manage the impact of the Renewal projects on business as usual and day to day operations and to ensure the smoothest possible execution of work. To keep stakeholders updated of progress, be mindful of risks and work with the Renewal team to ensure these do not become issues.
12. To maintain a detailed and expert knowledge of the project and act as a key contact for all internal stakeholders involved with the project including Barbican Staff, City of London Officers and City of London Members.
13. To support the monitoring and control of capital and revenue expenditure within agreed budgets.
14. To support the preparation of reports. These may take the form of gateway reports, progress reports, bid reports and issue reports.
15. To liaise with other City of London Departments that may be involved in the preparation of project or progress reports.
16. To ensure that the City of London's and the Barbican's project monitoring systems are populated with all relevant project information and updated as and when required.
17. To support the collation of any 'lessons learned' from all projects managed by the Renewal team, and pro-actively work with the Renewal team and other relevant staff, consultants, contractors or suppliers to use these lessons to help in providing improved outcomes.
18. To work with colleagues across the Barbican Centre and the City of London in delivering against agreed plans and objectives.

19. To be a co-operative and working member of the Barbican Renewal Team.
20. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
21. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
22. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Assistant Project Manager

Department: Barbican

Grade: D

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post.

Professional Qualifications / Relevant Education & Training

Desirable

1. Currently hold a Project/Programme Management Qualification (e.g. APM Fundamentals, PRINCE2 Foundation)

Experience Required

2. Experience of working in an established project management environment within a complex organisational setting, preferably in public sector governance environment.
3. Experience of working in a “live” environment, where day to day operations take place alongside project delivery
4. Proven experience of working in a highly pressured environment working under own initiative and managing own workload, preferably in public sector governance focussed environment.
5. Experience of project administration through all stages of the project life cycle
6. Experience and practical understanding of project management procedures, including programming and scheduling, risk management and stakeholder management.
7. Experience of working in project teams, and with the ability to deal with a wide variety of internal and external contacts e.g. City of London Officers and Members, specialist consultants and contractors.
8. Experience of negotiation and collaboration and the ability to deal with conflicting priorities
9. Experience of presenting and/or reporting information in a clear and concise manner, either verbally or in writing.
10. Experience of working with computer-based systems and databases with a track record of managing, developing and maintaining documentation, systems, policies and procedures.

Technical Skills & Knowledge

11. Excellent written communication skills with the ability to write a variety of correspondence for internal and external stakeholders, including detailed technical reports, proposals, specifications and procedural documents.
12. Very good verbal communication skills with the ability to communicate and provide advice at an operational and strategic level and negotiate and consult effectively with stakeholders, consultants and other relevant parties
13. Good working knowledge of Microsoft applications including Word, Excel, Power Point and Outlook.
14. Preparation of programme materials and other documentation for internal and external high-level meetings

15. High level of analytical and numerical skills including accuracy and attention to detail.
16. Excellent level of planning and organisational skills with the ability to prioritise tasks effectively and to deliver results within agreed timescales

Other Relevant Information

17. Due to the nature of the project, we would expect flexibility across any aspect of the project as required

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address any criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £42,750 - £47,620 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Our Values and Behaviours

Colleagues



Daring

- We embrace creativity and innovation in everyday tasks.
- We are open to new ideas and take thoroughly evaluated, calculated risks to drive progress.
- We show openness in addressing challenges and offering solutions.



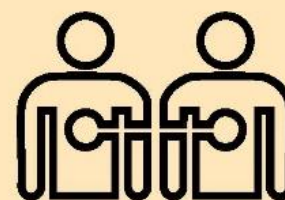
Inclusive

- We actively listen and engage in inclusive dialogues.
- We recognise and value the diverse perspectives of colleagues and audiences.
- We support a culture of belonging by ensuring all voices are heard and respected and needs are met.



Sustainable

- We understand how our work contributes to strategic shared goals and impacts others.
- We advocate for sustainable and financially viable solutions in daily operations and decision-making.
- We take personal responsibility to promote long-term organisational and environmental health.



Connected

- We foster collaboration by sharing knowledge and experiences openly.
- We build meaningful relationships across teams, and with our artists, partners, and audiences.
- We actively participate in opportunities to connect across boundaries.



Joyful

- We celebrate team and individual achievements with enthusiasm.
- We bring positivity and gratitude to interactions with colleagues and audiences.
- We find moments to create and share joy, enhancing the workplace atmosphere and the audience experience.

The Barbican Way