



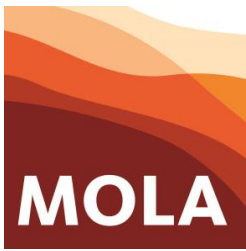
Job Description – Head of Project Management and Consultancy

JOB TITLE	Head of Project Management and Consultancy
LOCATION	London
DEPARTMENT	Developer Services
HOURS	37.5 hours per week, 5 days per week (Flexible days of work between Monday to Friday). Flexibility with working hours will be required.
RESPONSIBLE TO	Director for Developer Services
RESPONSIBLE FOR	Senior Project Managers in Project Management and Consultancy teams; Support Teams
OVERALL JOB PURPOSE	<p>To achieve sustainable revenues and growth in margins and quality in London Developer Services projects.</p> <ul style="list-style-type: none"> • Contributing to creation & implementation of Developer Services growth strategy and business plan • Leading the growth & delivery of London Project Management and Consultancy Services; including client management, winning work and delivery. • Line and performance management of London Project Management and Consultancy teams • Budget and financial performance of the Project Management and Consultancy functions
KEY TASKS	<ol style="list-style-type: none"> 1. Responsibility for consistent implementation of the MOLA Health and Safety Policy, RAMS and related procedures in all DS Projects through high quality project management. 2. Shaping the design, structure, management and aims of London DS projects through the PM team 3. Initiating, developing and managing relationships with clients, partners and external stakeholders related to the annual programme of leads and projects from London 4. Responsibility for overseeing the successful financial outcome of all DS projects through PM and Consultancy teams. 5. Managing and maintaining the company pipeline with regard to London projects, including modelling future income streams, cash flow and resource requirements 6. Helping the Director of DS to create (and implement) Annual Budgets; and monitor and adapt to monthly progress against this. 7. Responsibility for contract negotiations including providing advice to PMs on contracts when appropriate

	<ol style="list-style-type: none"> 8. Providing commercial, contractual and innovation support to PMs appropriate to project scale. 9. At appropriate levels either leading or monitoring tender processes for DS projects, assessing commercial viability and delivery options, creating and managing appropriate tender teams and overseeing final products. 10. Assisting SPMs with senior clients and other stakeholders to develop/agree/modify scope, budgets, timelines and deliverables of major projects. 11. Leading on the design, mentoring, development, training and retention of the PM and Consultancy talent pool to ensure consistent delivery on major projects 12. Working with the FD and DDS to ensure the timely availability of accurate information in our Finance Systems for measurement of project performance 13. Working with the FD and DDS to monitor the performance of London Projects against the Annual Budget and take appropriate actions. 14. Reporting to and liaising with the DDS on the strategic development of the London arm of the division. 15. Working as part of SLT and with the Board to shape the overall direction of MOLA
SPECIAL CIRCUMSTANCES	The role requires flexibility with regard to working hours, including the need to work some evenings, together with the need to travel outside of the London area at times.
CONTINUED PROFESSIONAL DEVELOPMENT	MOLA is committed to providing CPD for the successful candidate. We expect all employees to undertake available training and research to enhance personal knowledge, skills and experience

N.B. This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.

Last updated: August 2019



Person Specification – Head of Project Management and Consultancy

ESSENTIAL	DESIRABLE	ASSESS METHOD
QUALIFICATIONS		
<ul style="list-style-type: none"> • Good level of education (degree level or equivalent) 	<ul style="list-style-type: none"> • Educated to degree level in related subject • Heritage, cultural or other relevant qualification • Accredited Project Management Qualification • Postgraduate qualification in relevant discipline. 	AF
EXPERIENCE & KNOWLEDGE		
<ul style="list-style-type: none"> • Considerable experience of working with and advising clients on archaeological process, risk and product. • High level of recognition and credibility within the sector, both in client advice and project management and delivery. • Considerable experience of initiating, costing, managing and delivering major field projects • Considerable experience of project managing large/complex urban and rural archaeological projects. • Excellent knowledge and understanding of Construction contracts and key risks • Considerable understanding and experience of how commercial archaeology works in UK • Considerable understanding and experience of the Planning system, and other relevant legislation (eg burials, LBC, SMC) and how archaeology fits into it. • Experience of leading a large team of managers within a demanding commercial environment. • Motivation to inspire and lead MOLA teams delivering archaeological projects to new audiences in new ways. • Experience of supervising large and complex archaeological field projects through all stages in the field • Experience of writing and publishing complex archaeological projects at different levels. 		AF/I

SKILLS & COMPETENCIES		
<ul style="list-style-type: none"> • Positive leadership skills, ability to inspire creativeness and innovation • being assured and confident both in work and personal interaction • ability to work collaboratively across departments • Strong negotiating and influencing skills • Strong numerical (commercial) skills including ability to model, budget and forecast • Excellent IT skills including use of databases. • Attention to detail • Ability to see the 'big picture' • Ability to remain calm under pressure • Ability to lead, motivate, mentor and develop a team, providing encouragement, recognition and reward where appropriate • Confidentiality and integrity • Ability to work positively as part of a team (eg SMG) • Organised and methodical approach to management. • Ability to delegate effectively and prioritise appropriately. • Effective written & verbal presentation skills 		<p>AF/I (all)</p>

Assessment Method Code: AF – Application Form, T – Test, I - Interview