

# Recruitment Pack

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## Senior Major Projects Manager (Maternity Cover)



February 2025

# Hello

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**Thank you for your interest in applying for the role of Senior Major Projects Manager (Maternity Cover).**

It is our people who have made the Royal Academy of Arts what it is today — a living academy for artists, art-making and art lovers. Since 1768 the RA has been alive with artists, academicians, educators, students and visitors alike.

Today we are also meticulous technicians, imaginative storytellers, considerate caretakers and welcoming hosts.

Whether we are back of house or on the front desk, we are committed to the same belief; we are all here to share the enjoyment, and importance, of art.

**We are excited you want to join our team.**

# Job overview

**Department**  
Estates

**Reports to**  
Director of Finance

**Contract Type**  
Fixed Term Contract (Maternity Cover)

**Purpose of Role**

The Senior Major Projects Manager is responsible for the delivery of major projects across the Royal Academy of Arts' Mayfair campus.

**Key Responsibilities**

Manage major capital projects, providing oversight of programme, budget and design

Provide leadership of project teams:

*Manage the performance of the project team against set deliverables and KPIs*

*Oversee the design process, ensuring RIBA Design Stage outputs are achieved*

*Work proactively to troubleshoot issues with the project team*

Manage Project Governance, reporting to stakeholders at Board level:

*Manage detailed reporting to the RA,*

*working with the Cost Consultant and RA Finance Team*

*Manage agendas, coordinate and prepare materials for meetings, and manage the actions arising*

Coordinate procurement of the main contractor and professional services for each project, in accordance with RA guidelines:

*Coordinate the execution of JCT contracts and other specialist appointments, with support from external counsel*

For interdependent refurbishment projects and RA direct activities, delivered alongside the Masterplan, provide project management oversight and ensure that projects runs to programme and budget

Liaise with the relevant stakeholders for major projects:

*Primarily the Executive Office, Collections, Estates and Finance teams*

*Manage project communications*

Manage logistics and operations for major projects

Ensure that projects comply with statutory and external requirements

Ensure that working practices comply with relevant H&S legislation and the RA's own H&S policies

**Person Specification**

Significant experience of managing construction projects, from feasibility to handover, in a museum/gallery environment

Experience of working with architects, designers and contractors at a high level

Experience of leading multi-disciplinary teams and coordinating the requirements of different stakeholders across an arts organisation

Architectural, engineering or project management training, or equivalent experience is ideal

Excellent knowledge of relevant Health and Safety legislation and best practice for building projects

Excellent problem-solving skills and a can-do attitude

Ability to consolidate and present information, compile written reports and make recommendations

Excellent interpersonal, written and verbal communication skills

Good stakeholder management skills and an ability to manage competing requirements

Good understanding of specific issues involved in managing major projects

Able to work independently and flexibly, to manage and prioritise competing demands whilst ensuring that critical deadlines are always achieved

# How to apply

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**To apply for this role, please follow the link below and submit your CV and Application form via the RA careers portal.**

<https://royalacademyarts.current-vacancies.com/Careers/RA-vacancy-search-page-3191>

We are committed to being a truly inclusive place and welcome applicants from all backgrounds, regardless of age, disability, race, religion or belief, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, or pregnancy.

# Need support?

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**Here are some of the things we can do to help:**

— If you would like us to talk you through the role or anything in this pack to make it clearer for you, please contact us and we can arrange to do that with you (and please do the same if you have any questions)

— If you are selected for interview, we can arrange to do the first-round interview online should you be unable to make it on site. (We usually do second round interviews in person for all candidates so that they can get a feel for the journey, the building, and the workplace)

— We can send interview questions in advance so that you have the opportunity to prepare

— We can schedule interviews for quiet times at the academy so that you don't have to navigate a busy building

**On site at the RA**

— We have two entrances - Burlington House (via the courtyard on Piccadilly) and also one the other side of the building on Burlington Gardens. You can enter via either of them (we may let you know the easiest but either are fine)

— All areas are accessible via lift

— We have quiet areas where you can sit and prepare for your interview

— There are two cafés and plenty of toilet facilities

— We have a welcome team who are happy to answer questions and give you directions if needed

**If there is anything else that would be helpful for you, please do ask**

# Contact us

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Should you have any questions about the role or wish to discuss your candidacy further, please contact us at

[recruitment@royalacademy.org.uk](mailto:recruitment@royalacademy.org.uk)

**Royal  
Academy  
of Arts**