

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Project Manager
Reporting to	Head of Property and Infrastructure
Direct Reports	None
Grade	F
Location	Inverness
Duration	Three years

### Position overview

Highlands and Islands Enterprise (HIE) is the Scottish Government's economic and community development agency for a diverse region which covers more than half of Scotland. HIE aspires to generate sustainable economic growth in every part of the Highlands and Islands through supporting innovation, investment, internationalisation and inclusive growth.

HIE currently have a vacancy for a construction/engineering Project Manager on a fixed term, based in Inverness but with significant time to be spent at Cairngorm Mountain.

HIE own the Cairngorm Estate, which includes the winter sports centre at Cairngorm Mountain. The sports centre includes the land, buildings, ski tow infrastructure and the funicular railway. The property is leased to and operated by Cairngorm Mountain (Scotland) Ltd (CMSL), a wholly owned subsidiary of HIE. The funicular railway is a fundamental element of the uplift infrastructure and allows year-round access to the Ptarmigan restaurant for people of all abilities.

The funicular was closed in October 2018, following safety concerns with the structure. HIE have been undertaking extensive appraisal and design work to identify the issues and design a solution for repair of the structure. The Scottish Government and HIE have agreed in principle that the funicular should be repaired, subject to funding.

The project manager will be a key member of the HIE delivery team and will be responsible for progressing the detailed design phase of the project and co-ordinating and managing external consultants, including an external project manager.

HIE are also working on the procurement of a Masterplan for Cairngorm and the project manager will be involved in this project. They will also be involved in power projects involving the electrical supply and capacity at Cairngorm and investigating the options for renewable power on the estate.

This role is a key position within the HIE team who are working on the options for repair of the funicular and the long- term vision for Cairngorm.

Cairngorm Mountain is within the Cairngorm National Park and is protected by a number of environmental designations, so the protection of this special environment will be a key obligation for HIE.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

### Key responsibilities

The project manager's key responsibility is to ensure that the project for the repair of the funicular railway meets the objectives of HIE within the lifecycle of the project and if funding is approved, is delivered on time and within budget. Managing the external consultants, including an external project manager, is fundamental.

The key workstreams will be as follows:

1. Risk evaluation
2. Development of client brief and scope
3. Project planning
4. Budget planning
5. Quality plan
6. Statutory Consents and Approvals
7. Contract tender development and assessment
8. Health and Safety compliance
9. Project delivery
10. Overall consultation and engagement with the tenant and operator, CMSL

The outcome of the Masterplan will determine future investment at Cairngorm, subject to funding.

### Main duties

1. As part of the property team, provide a high quality, professional service to HIE, supporting a unified approach to the delivery of the funicular repair project
2. Working with HIE colleagues on the development of the business case for the repair of the funicular and the wider long-term strategy for Cairngorm
3. Be responsible for managing the external team of consultants
4. Liaise with Section 50 consultees – Highland Council (HC), Scottish Natural Heritage (SNH), Cairngorms National Park Authority (CNPA), Cairngorm Mountain (Scotland) Limited (CMSL) and other statutory consultees such as the Scottish Environment Protection Agency (SEPA), on statutory consents and compliance
5. Work with external consultants to evaluate risk on a quantitative and qualitative basis

6. Work with HIE colleagues and external consultants to progress the development of the client brief
7. Work with HIE colleagues and external consultants to produce project planning, budget planning, governance plan and quality plan
8. Work with HIE colleagues and external consultants on procurement and tender process
9. Provide instructions to HIE's legal agents in connection with contract and construction issues
10. Closely monitor H&S requirements on site, in conjunction with CMSL
11. Closely monitor contract progress, in conjunction with external project manager and report to HIE
12. Prepare and contribute to HIE project and strategy papers for internal and external use
13. Work with CMSL on the prioritisation of HIE and CMSL resources for infrastructure investment
14. Promote a climate of accountability, openness, collaboration and innovation
15. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
16. Ensure optimum use of internal management systems
17. Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

## Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

## Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ Degree qualified, ideally in a construction/civil engineering discipline, or extensive, demonstrable equivalent professional work experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project management qualifications in either construction or civil engineering</li> <li>▪ Construction industry qualifications, e.g. CSCS, SMSTS</li> <li>▪ Health and Safety qualifications, e.g. NEBOSH, IOSH</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>▪ Significant experience in the delivery of large construction or civil engineering infrastructure projects</li> <li>▪ Significant experience in the delivery of complex projects in a multi-stakeholder environment</li> <li>▪ Experience of working in an environment with high standards or governance and accountability</li> <li>▪ Experience of working as part of a team but also ability to work on own initiative</li> <li>▪ Practical experience of risk management and mitigation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of the public and private sectors</li> <li>▪ Experience of working in National Parks or areas with environmental protection</li> <li>▪ Experience of cableway-driven transportation systems</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>▪ Excellent knowledge of infrastructure construction/civil engineering projects</li> <li>▪ Excellent knowledge of Health and Safety legislation</li> <li>▪ Excellent project management and budget management skills</li> <li>▪ Strong interpersonal and communication skills</li> <li>▪ Strong attention to detail and problem-solving skills</li> <li>▪ Strong IT skills and Microsoft office competence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of public sector procurement process</li> <li>▪ Gaelic language skills (speaking, reading or writing)</li> </ul>

	<ul style="list-style-type: none"><li>▪ Strong numeracy and information compilation abilities</li><li>▪ Ability to manage a wide range of stakeholders, e.g. external consultants, infrastructure contractors and regulatory and statutory authorities</li><li>▪ Ability to work under pressure and manage priorities and workload appropriately</li></ul>	
Job circumstances	<ul style="list-style-type: none"><li>▪ A full current driving licence and access to a vehicle</li><li>▪ Ability to work in either Inverness or at Cairngorm mountain</li><li>▪ Requirement for overnight stays when appropriate to attend meetings out-with the Highlands and Islands area</li></ul>	

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionnanachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.