

Project Manager Specification

Reports to: CEO/Creative Director (who may delegate some reporting to the Head of Operations)

Responsible for: Capital Project team, Building contractor

1) Purpose & Objectives

This brief sets out the scope, governance, deliverables and procurement approach required to complete RIBA Stage 4 to a tender ready standard, procure and appoint a building contractor, assist with the delivery of direct works and manage the activities leading to the successful completion of the capital development.

Primary objectives

- Deliver the Arts Depot Trust capital project in a timely and cost-effective way within budget.
- Select and appoint a suitably competent **building contractor** via a transparent, value-for-money procurement route suited to the project's risk, programme and design status.
- Assist artsdepot in procuring and managing directly appointed works and/or acting as the Management Contractor
- Draft and negotiate contract documentation under the chosen standard form with the Project Team and the building contractor if required
- Ensure Project Team members and building contractors have the correct insurance, statutory compliance and duty holder coordination, maintaining safety and buildability in design and during procurement.
- Negotiate and lead the programme ensuring Arts Depot Trust can continue to function onsite during the Capital Project
- Set up and manage finance procedures and monitoring of cashflow, budget and risk against agreed targets
- Act as the Employers Agent for Arts Depot Trust
- Act as the Contract Administrator
- Report to the CEO/Board of Arts Depot Trust in a timely manner

1) Scope of Services

Technical Design (RIBA Stage 4)

- Ensure the Architect leads and co-ordinates stage 4 design.
- Resolve planning and building regulations conditions; freeze design decisions affecting cost, programme, and safety.

- Ensure the project team produces coordinated specifications, schedules, room data sheets, performance requirements and tender drawings ready for issue.
- Confirm design responsibility matrix and residual risks register; update pre-construction information (PCI) for CDM.

2) Procurement Strategy & Market Engagement

- Advise on procurement route selection
- Prepare procurement plan, market engagement timeline, and bidder longlist/shortlist criteria (experience, capacity, H&S, quality, social value, sustainability).
- Ensure compliance with Arts Council procurement procedures as required

3) Tendering & Evaluation

- Draft and issue ITT (for contractors) including Employer's Requirements (ERs), design deliverables, BIM protocols, pricing documents, preliminaries, programme, and evaluation methodology.
- Ensure quality/price evaluation are conducted against pre-agreed criteria; perform due diligence on competence and capacity (incl. CDM and Building Safety roles).
- Recommend preferred contractor to the Board and seek approvals.

4) Contract Finalisation & Pre-Start

- Negotiate and execute the selected JCT 2024, with Contract Particulars, amendments, warranties, bonds, PCG, and insurances aligned to Building Safety obligations and collaborative provisions.
- Confirm Principal Contractor appointment; ensure Construction Phase Plan is prepared before site start; agree mobilization schedule and information release.

5) Risk, Quality & Change Control

- Maintain an integrated risk register (cost/programme/design/supply).
- Ensure a clear change control process is in place

6) Reporting to funders and fundraising

- Provide information and reports to Arts Council England in conjunction with the team at Arts Depot Trust
- Provide timely project costings and information to the Arts Depot team to support fundraising and reporting on the project.