

Capital Projects Administrator
Estates Department
Up to £25,000 plus attractive benefits

About the Royal Academy of Arts

The Royal Academy of Arts is one of the UK's foremost arts institutions; our purpose is to be a clear, strong voice for art and artists. We are famous for our world-class exhibitions including *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history; as we approach our 250th anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer.

About this role

Our Masterplan will redevelop our 2.5 acre site in Mayfair, uniting our two buildings, Burlington House and Burlington Gardens; providing refurbished galleries, a state-of-the-art auditorium, a new learning centre and a dedicated Collections gallery in Burlington Gardens; and enabling greater public visibility of the art school at the heart of the Academy. This is one of the most exciting and aspirational projects in the cultural sector, envisioned by Sir David Chipperfield RA.

The Masterplan project team is responsible for the delivery of this ambitious programme of works and the opportunity has arisen for an exceptional individual to join the team as its Administrator. You will provide comprehensive administrative support to the Masterplan and the Estates team when time allows.

About You

Well presented, articulate and confident, you will possess first rate communication skills to build effective working relationships both with internal colleagues and external agencies. You will be methodical and well organised with the ability to introduce and manage effective monitoring and filing systems.

Ideally, you will be fully familiar with the life cycle of large scale construction projects. You will have existing project coordination experience, preferably gained within a building services or construction environment. Highly computer literate, you will be an advanced user of MS Word, Excel and Project, with experience of producing professional meeting minutes.

Apply

Candidates must complete an application form to be considered for this position. You will find our application form in the **How to Apply** section of the Careers page of our website:
<http://www.royalacademy.org.uk/careers-at-the-ra>

Closing date for applications:
Interviews to be held :

Friday, 1 May 2015 (midnight)
Monday, 11 May 2015

JOB DESCRIPTION

Job: Capital Projects Administrator
Department: Estates
Reports to: Project Director - Masterplan

MAIN OBJECTIVES

To provide comprehensive administrative support to the Estates team, principally the Masterplan; to include the coordination of briefing, design, procurement, construction, handover and post occupation for the life-cycle of capital projects.

MAIN DUTIES

1. Act as the main point of contact for all enquiries/queries (telephone, email, voicemail, correspondence, visitors) to the Masterplan; answer, provide or exchange information by phone or email, take messages and direct queries to appropriate colleagues in the team.
2. Extensive and complex document control; this will include liaison both internally and externally (with architects, surveyors etc.) to implement and manage the operation of appropriate systems for the control of Masterplan electronic documents.
3. Provide administrative support to the Client Committee, Briefing Group, Cost Control Group and Project Board.
4. Prepare and manage the Project Brief. Ensure that stakeholders, including user representatives, provide the necessary inputs within agreed timeframes/deadlines.
5. Provide administrative and organisational support to briefing and design workshops.
6. Prepare and coordinate internal/external communications for the Masterplan project with Internal Communications Officer and Head of Communications.
7. Write/draft letters, documents, reports as requested.
8. Maintain a comprehensive central hard copy documents and electronic filing system, make these available to staff as required.
9. Maintain the diary for the Project Director, check and confirm arrangements; organise meetings and ensure appropriate arrangements are made.
10. Coordinate the planning, delivery and administration of internal and external meetings. Duties include; organise meeting dates, room bookings, order refreshments, prepare agendas, take minutes and maintain action lists and interim communications.

11. Manage access requirements and coordinate with internal and external stakeholders for any required survey or investigation; ensure risk assessments and method statements are accurate, insurances are in place and attain work permits.
12. Work with Masterplan Project Accountant to process orders, invoices and payments; ensure that they are in line with agreed drawdown schedules. Provide project expenditure information to the Head of Procurement as required.
13. Assist Project Director in day to day internal stakeholder management through design procurement, construction and handover.
14. Undertake any other duty that may reasonably be allocated by the Project Director, Director of Estates or any other senior officer.
15. Provide administrative support to other members of the Estates team as required.
16. Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team (if applicable) and any contractors, suppliers and all others who work with the team.

Procurement

17. Assist the Head of Procurement and Project Director in the procurement of FF&E, and throughout installation period, coordinate, receive and check deliveries.

Construction/Contract Administration

18. Support Project Director with stakeholder management, liaise with internal stakeholders and Contractor to provide access as required.
19. Provide administrative support to Project Director in responding to Requests For Information (RFIs).
20. Facilitate site inductions and coordinate site tours, ensure correct PPE is worn.
21. Act as main point of contact for Contractors' site setup.

Post Occupation

22. Assist Project Director throughout defects process, coordinate post contract instructions and any access requirements for the rectification of defects.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES

- Degree educated or equivalent
- Ideally at least 2 years' prior experience of the administration and coordination of construction and/or real estate projects along with associated documentation control.
- Sound understanding of the basic principles of project management.
- Highly computer literate – an advanced user of MS Project, Excel and Word.
- Strong administration skills with specific experience of taking meeting minutes, letter drafting/writing, maintenance of accurate records and establishing and maintaining effective monitoring and filing systems.
- Well organised with a flexible approach to work and the ability to work to deadlines whilst prioritising a varied workload. Well prepared, able to manage complex diaries, arrange meetings via Outlook and plan logistics for meetings.
- Able to multi task effectively
- Excellent interpersonal and communication skills to develop strong working relationships with internal staff and external agencies.
- Well presented, assertive and confident.
- First class written English, strong drafting skills for clear and professional written communications.
- Excellent attention to detail, together with a calm, methodical and highly accurate approach to work.
- Helpful with the ability to work co-operatively in a team.
- An interest in the visual arts and the work of the Royal Academy of Arts.

