

# EDINBURGH BIOMES

## **Project Manager (Edinburgh Biomes)**

Royal Botanic Garden Edinburgh  
Recruitment Pack

- Starting salary £45,268 to £50,485
- Full-time post 37 hours per week based in Edinburgh
- Fixed-term to 30 June 2027



Royal  
Botanic Garden  
Edinburgh

# Who we are

The Royal Botanic Garden Edinburgh (RBGE) is one of the world's top four botanic gardens based on the quality, breadth and depth of our science, plant collections, public engagement, and education. We're at an exciting time in our history as we begin the Edinburgh Biomes Programme, the most ambitious project in our history: a multimillion capital build programme replacing and restoring our existing research glasshouses, building new research facilities and replacing aging infrastructure.

Nationally we are a key contributor to Scotland's response to climate change and biodiversity loss, guided by a range of key policies including the Environment Strategy for Scotland "One Earth. One home. One shared future" and "Securing a Green Recovery on a path to Net Zero". Globally we work in partnerships across the world to support the sustainable use of plant biodiversity, and to promote planetary health and green recovery.

As the Edinburgh Biomes Programme has reached the construction stage we are looking to recruit an experienced project manager to support in its delivery. Reporting into our Head of Edinburgh Biomes Programme you will work with internal colleagues, external consultants, contractors and partners to support and coordinate the delivery of the programme works using construction management tools and techniques.





# Who you are

You will be an individual who thrives on playing a key influential role in an organisation. With a desire to succeed and make your mark, all the while bringing people in your team and across the organisation with you, you'll be a positive persuader who isn't afraid to roll up their sleeves when required!

As a 354 year old institution with an estate that stretches from Edinburgh across Scotland, you can imagine this role will face a variety of challenges – but it will also give you the opportunity to make your mark in a very visible way and help us make substantial improvements to our estate in support of RBGE strategic objectives in horticulture, research, education and public engagement, and income generation.

If that sounds like you, and you have the passion and drive to help us succeed, then we very much look forward to hearing from you.





# Edinburgh Biomes

RBGE advances collections-based biodiversity research and education across a wide spectrum of organisms and geographical regions. This range, coupled with the RBGE's partnerships with local and international HE institutions and research Institutes, provides an essential platform for tackling some of the world's most pressing environmental challenges.





## **The Edinburgh Biomes Programme**

In a world where 40% of plant species are under threat, botanic gardens have never been more needed or their mission more urgent. RBGE's Edinburgh Biomes Programme is central to our response to the twin threats of the climate emergency and biodiversity crisis, and offers an exceptional opportunity to create infrastructure that will ensure our impact for generations to come. It will: provide the facilities to protect and develop our unique plant collections, showcase the world of plants under glass, undertake ground breaking research, extend delivery of world class education programmes, and provide a catalyst to connect communities to their botanic collections.

## **Transformative Infrastructure**

The Edinburgh Biomes Programme is a multi year programme of estate development, which will include: the replacement and enhancement of our research glasshouses, a new plant health laboratory, the restoration of our heritage glasshouses, a new glasshouse as part of a renewed visitor experience, and a new energy centre. The wider Estates team also has project managers, a BIM controller, and a Governance Officer dedicated to our Edinburgh Biomes project.



# The Role

**Job title:** Project Manager (Edinburgh Biomes)

**Reports to:** Head of Edinburgh Biomes Programme

**Main duties:**

1. Follow the construction project management procedures for the delivery of all projects and support the Head of Edinburgh Biomes Programme with the revision and implementation of standard construction project management procedures
2. Develop and maintain good relationships primarily with internal customers but also with external advisors/contractors: major stakeholders, funders, neighbours, local and regional planning authorities
3. Work with the Head of Edinburgh Biomes Programme and communications team to co-ordinate project communication between user clients, external consultants, and internal service providers. Ensure lines of communication are understood and that all necessary consultations take place at the appropriate stage. Facilitate seamless handover to clients and in-house maintenance personnel
4. Attend Edinburgh Biomes design and technical design meetings and report progress activity
5. Co-ordinate and manage internal Edinburgh Biomes technical meetings, the RIBA Stage sign off process and liaison with external consultants
6. Project manage the design, procurement and delivery of Estates-related enabling works projects
7. Work with the horticulture teams to ensure plant decant activity is progressing on programme and provide support as required
8. Ensure that assigned projects produce the required deliverables within the defined quality, time and cost constraints
9. Provide support with the preparation of the Programme Board, Project Steering Groups, Client Design Approval Group and Cost Management Meetings
10. Support the development of project technical briefs
11. On-going liaison with external cost consultant and external project management team, and deputise for the Head of Edinburgh Biomes Programme as appropriate
12. Actively challenge budget estimates for value for money, set agreed budgets and implement/monitor cost management and control to deliver project on budget
13. Ensure that furniture, equipment, commissioning, and occupation requirements are detailed, procured and implemented
14. Co-ordinate the move management throughout the lifecycle of Edinburgh Biomes
15. Ensure client duties under the CDM Regulations are fulfilled
16. Develop, manage and engage appropriate procurement across the estate ensuring compliance with Scottish Government procurement processes
17. Project risk and issue management – understand, identify and proactively manage individual risk and issue events and overall project risk by minimising threats and maximising opportunities
18. Project manage the design, procurement and delivery of other capital works out with the project from time to time
19. Deputise for the Head of Edinburgh Biomes Programme as appropriate.

# Skills, Knowledge & Experience

To be successful in this role, we think you'll need the following:

## Essential

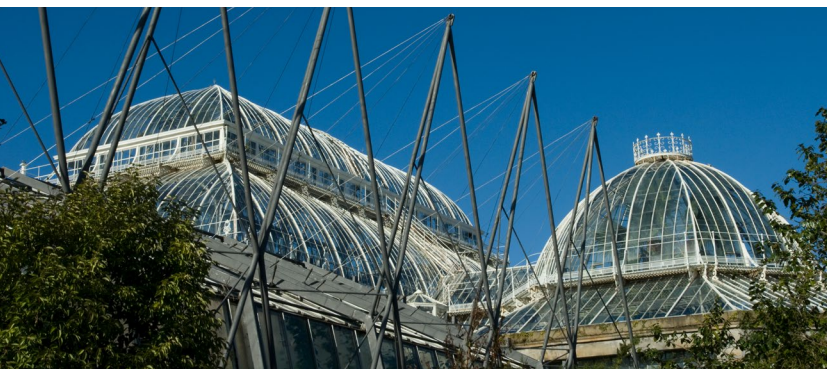
- Professional and technical experience in design, construction, procurement and project management, with a record of delivering a range of capital projects from planning to implementation stage
- Knowledge of public procurement procedures for major works
- Knowledge of CDM Regulations
- Experience of managing internal and external teams
- Well-developed influencing skills
- Excellent organisational and communication skills
- Self-starter with ability to work autonomously and as part of a small team
- Ability to communicate verbally and in writing with a variety of audiences, both internally and externally
- Ability to manage competing priorities

- High-level interpersonal, numeracy, written and computer literacy skills

- Educated to degree level in a building and project management related discipline or have gained equivalent knowledge through work experience

## Desirable

- Professional qualification in a building or project management related discipline i.e. ARB, RIAS, RIBA, MRICS, APM or MCIQB







For enquiries about the post please contact Claire Monk at [cmonk@rbge.org.uk](mailto:cmonk@rbge.org.uk)

To apply email [recruitment@rbge.org.uk](mailto:recruitment@rbge.org.uk) with:

- your CV
- a covering letter outlining the skills and experience you'd bring to the post
- a completed equal opportunities questionnaire: [EOQ form](#)

**Closing date: midday (GMT) Monday, 11 March 2024**

Interviews expected: Tuesday, 19 March 2024

[rbge.org.uk/about-us/working-with-us](http://rbge.org.uk/about-us/working-with-us)

The Royal Botanic Garden Edinburgh is a charity registered in Scotland (No SC007983)

