

Royal Northern College of Music

Application Pack Capital Projects Manager

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RNCM Vacancy

Application Pack

Capital Projects Manager

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Job title

Capital Projects Manager

Department

Operations

Responsible to

Director of Estates and Facilities

Responsible for

External contractors and design team members

Application deadline

5pm, Monday 3 February 2025

Longlist Interviews

w/c 10 and 17 February 2025

Final Interviews

Late March 2025

INTRODUCTION

Dedicated to defining the future of music, the RNCM has remained at the forefront of music education globally for over 50 years.

We are proud to be ranked number five for music in the QS World University Rankings and to be rated Gold in all areas of the Teaching Excellence Framework. We are also the recipient of five Times Higher Education Awards (including Entrepreneurial University of the Year), a Global Teaching Excellence Spotlight Award, two Greater China Awards, and three HEIST Awards, all of which highlight our commitment to ensuring that every student receives an outstanding education while they are with us.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music – the UK’s first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance, composition, musicology, music psychology, and music education.

Additionally, we are home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning annual programme of free and subsidised projects for children and young people across the North West.

THE ROLE

The Capital Projects Manager is responsible for overseeing the lifecycle of projects from inception to completion, ensuring high-quality delivery through robust project management and governance frameworks. This includes drafting detailed infrastructure aspects of business cases, championing standardised processes, conducting gateway reviews, managing document control, and implementing change control procedures. Additionally, the role involves cyclical project health checks to develop a professional and consistent approach to sustainable project management. The Capital Projects Manager is also responsible for ensuring compliance with industry regulations and delivering built environment projects that align with the strategic objectives of the RNCM.

Overseeing multiple projects simultaneously, the Capital Projects Manager will play a key role in financial oversight, risk management, and stakeholder engagement. They will manage detailed budget planning, track project progress, and report regularly to key stakeholders, including the RNCM Executive Committee and, when required, the RNCM Board of Governors.

Working closely with the Director of Estates and Facilities, the position requires effective leadership, including motivating and developing both internal and external teams, ensuring strong communication with stakeholders and alignment with project objectives. By managing resources effectively and fostering collaboration, the Capital Projects Manager will contribute to the successful delivery of a comprehensive estates and facilities programme of work while championing continuous improvement in project management practices.





MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the overall management, co-ordination, execution, and delivery of a varied set of complex estates projects.
- Manage, direct, and instruct on projects from inception through to completion. Including drafting infrastructure aspects of business cases, delivery of project management quality standards, championing standardised delivery processes, establishing gateway reviews and related governance, document management/records factoring timely dashboard reporting, change control, and cyclical project health checks to enable the Operations Department to develop a professional and consistent approach to sustainable project management.
- Deliver built environment projects for short, medium- and long-term strategic programme objectives and priorities; ensuring all projects meet industry compliance and regulation requirements.
- Attend and contribute to internal project boards, including gathering agenda items, distributing paperwork, contributing to meetings, and ensuring that agreed actions are carried out by the relevant staff.
- Ensure that realistic project and quality plans are prepared and maintained and track all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
- Provide a scheduled tracking structure for risk and financial management in all projects, manage, contribute, and input relevant data and information for project reporting, quarterly reviews, and annual reports as required, reporting to the Director of Estates and Facilities to ensure milestones are in place for success.
- Manage multiple projects at any one time with the control of detailed budget planning and financial control. Comply with procurement regulations, write specifications, set project KPI's and monitor costs in line with various construction contracts and standard contract terms.
- Provide effective leadership to the teams both internal and external, motivate and develop skills and understanding. Identify when deviations need to be addressed and proactively manage any actions required to continue effective working relationships.
- Coordinate and manage the liaison and interaction with stakeholders and the managing of a multi-disciplinary professional design team to ensure schemes are fit for purpose. Work closely with marketing and Executive Project Leads to provide information on projects and updates. Ensure stakeholders at all levels of the College are part of the journey and have continued commitment to the project aims and objectives.
- Work alongside colleagues to implement the aims and objectives of the Operations Department. Ensure that resource and staffing needs are proactively met by contributing to the work of the team as needed, including providing cover and/or support. Support the delivery of an effective and professional project management service through sharing knowledge and providing support to team members.
- Develop and manage an estates and facilities programme of works ensuring project management standards are adhered to and championing the continuous improvement in project management excellence.

ADDITIONAL INFORMATION

Who will I work with?

The Capital Projects Manager will advise and work closely with the Director of Estates and Facilities and senior academic leads for capital projects playing an active role in the development and implementation of RNCM strategic and operational capital plans.

You will interact with members of the Executive Committee (senior leadership team) and occasionally with the Board of Governors, especially during periods of major capital development. The Board is highly engaged and are senior representatives in their own sectors.



You will work closely with stakeholders, especially students and academic staff to ensure that you understand and can respond to both current and future requirements.

RNCM culture

The RNCM is a small specialist institution with a unique and highly collaborative culture. It has a reputation for being innovative, creative, and forward-thinking. There is a culture of 'one-team' and it has high staff retention (demonstrated by an 88% staff engagement score). Standards are high as might be expected in an institution rated as joint 5th for music in the QS university world rankings. Despite this, the friendly and supportive nature of the RNCM is felt immediately as you walk through the door.

Scale

The ambition of the College is reflected in the recent investment in the Operations Team. Recent capital projects include a transformational refurbishment of the Concert Hall (£6.5M, one of the two main performance venues) which increased capacity and transformed a tired space into a modern fit for purpose venue; and a Decarbonisation Project (phase 1 £7M supported by a £5.45M grant from SALIX, phase 2 is currently underway with a further £7M project to take the College very close to full heat decarbonisation). These are part of a longer term ambition to position the College infrastructure on a sustainable basis for the next 30 years.

Priorities

Following the decarbonisation project, the next **major capital project** will focus on providing new studio and teaching facilities to support ambitious plans for future curriculum and research requirements. This will be a significant scale project.

The development of a **15-year maintenance and refurbishment plan** is required which will operate alongside, and interact with, the major capital plan.



Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Belonging, Equality, Diversity and Inclusion

You are responsible for applying the College's Belonging, Equality and Diversity Policy in your own area and in your general conduct.

Health and Safety Responsibilities

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The role holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made when necessary.



USEFUL RESOURCES

[RNCM Strategic Plan: Defining the Future of Music \(2020-2026\)](#)

[Defining the Future of Music: Annual Review 2023-24](#)

[Annual Impact Report 2023-24](#)

[Prospectus](#)

[Listings Guide](#)

[Staff Benefits](#)



PERSON SPECIFICATION

EXPERIENCE

ESSENTIAL

Demonstrable experience of successful project management in a range of complex projects irrespective of construction value.

Demonstrable experience of decision-making on large or complex projects.

Demonstrable experience in directing contractors, design teams and other consultants as required in line with standard College requirements.

Demonstrable experience of writing briefing documents, scope of works and specifications.

DESIRABLE

Experience of the higher education or public sectors.

Experience of 'client side' project management.

SKILLS AND KNOWLEDGE

ESSENTIAL

Excellent professional knowledge of work practices, processes and procedures relating to the delivery of large or complex projects in either higher education, public sector or commercial sectors.

Excellent interpersonal and negotiating skills with the ability to present complex technical information to a non-technical audience.

Excellent planning and organisation skills including the ability to work flexibly and prioritise effectively.

Excellent IT based project management systems (MS Office suite including Excel and MS Project).

Good knowledge of sustainability principles.

Ability to collaborate and negotiate with both internal and external stakeholders.

Knowledge of a range of contract types relevant to large or complex projects.

Sound understanding of the relevant professional, legal and regulatory requirements applicable to the industry.

A working knowledge of building services and controls systems, AutoCAD or Revit.

DESIRABLE

Working knowledge of Higher Education institutions and / or performing arts venues.

Understanding of public sector procurement.

QUALIFICATIONS

ESSENTIAL

A construction related degree or equivalent professional qualification in surveying, architecture, engineering or project management.

Professional membership of an appropriate professional body.



SUMMARY OF TERMS AND CONDITIONS

Salary: Competitive and commensurate

Hours of Work: 35 hours averaged over a 52-week year and in accordance with the Working Time Regulations. Occasional flexibility in working hours will be expected.

Location: Royal Northern College of Music, 124 Oxford Road, Manchester, M13 9RD

Annual Leave: 25 days per year, increasing to 30 days after 5 years' service. In addition, the Christmas closedown plus all 8 bank holidays.

Pension: The post holder will be automatically enrolled into either the Local Government Pension Scheme or the Universities Superannuation Scheme.

Date of issue: January 2025

HOW TO APPLY

For further information, please contact **Simon Critchley or Mike Dixon** at Dixon Walter:

T 0191 500 5500

E simon@dixonwalter.co.uk.

Applications should be made via email to simon@dixonwalter.co.uk and must include on separate documents:

- a letter of application setting out your interest in the role and details of how you match the person specification
- a comprehensive curriculum vitae (CV)
- details of three referees and notice period (referees will not be contacted without your permission)
- a completed Personal Details Form available at www.dixonwalter.co.uk/opportunities/rncm-capitalprojects/

Closing date: 5pm, Monday 3 February 2025

Longlist interviews: held with Dixon Walter via Microsoft Teams w/c 10 and 17 February

Final interviews: held at the RNCM in late March 2025

RNCM Estates and Facilities

with effect July 2025

