



Post: Capital Developments Officer

Grade: 9

Directorate: Centre Developments

Location: HQ, WWT Slimbridge Wetland Centre

Reporting to: Centre Developments Manager

Main function of post: To be part of a team responsible for the delivery of capital development works for the Slimbridge 2020 project in line with requirements of the Heritage Lottery Fund project.

Supervisory responsibilities: Consultants, contractors and volunteers.

Hours worked: 37.5 hours per week.

Working pattern: Monday to Friday

The post is a fixed term 36 month contract.

Main duties of the post

1. Working as part of a small team led by the Centre Developments Manager, manage capital works forming part of the Slimbridge 2020 project for the conservation, restoration, protection and new accessibility of **heritage structures**; (the historic Scott House/garden, the duck decoy, the 'goose' house and a World War 2 pill box); **new buildings**, (the Estuary Tower, Living Wetland Theatre and other support structures) and **landscape projects**, including themed exhibits and habitat creation.
2. Manage consultant architects and other professionals in various project teams for the above work.
3. Manage costs for projects in accordance with the WWT Project Management Framework.
4. Support the Centre Developments Manager with programming the implementation of capital developments, taking into account requirements of the operational visitor centre, captive and wild animals and specific seasonal factors.
5. Ensure effective consultation and liaison with other groups, notably WWT HQ, Slimbridge Centre staff and volunteers.
6. Liaise closely with the Senior Interpretation Designer and ensure co-ordination with landscape, structure and building design in both officer led and architect led projects.

7. Liaise with local planners, building control, Natural England and other statutory bodies as required with respect to permissions and licensing for capital works.
8. To support the Centre Developments Manager in development of Health and Safety Plans and consideration of the requirements of the CDM Regulations (2015).

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: June 2017

Person Specification

1. Qualifications

Essential:

- Educated to degree level or equivalent professional qualification, preferably in a design, construction or natural history related discipline.

2. Experience

Essential:

- Substantial experience of project management;
- Demonstrable experience of landscape design and/or building design and/or managing the natural environment;
- Experience of working with various IT packages including Microsoft Office, Outlook and CAD (VectorWorks or similar);
- Substantial experience of engaging and consulting with people in either community or visitor-centre based projects;
- Demonstrable experience of working to tight deadlines and juggling priorities;
- Experience of developing Health and Safety plans to the required regulations.

3. Managerial & Supervisory

Essential:

- Proven ability to lead, supervise and support others.
- Proven ability of managing consultant teams
- Experienced in working with contractors.
- Ability to supervise the delivery of practical projects and volunteer tasks/activities

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	15	15
Contractors/consultants	5	5

4. Responsibility

Essential:

- Ability to work with a diverse range of people in delivering projects
- Ability to work under own initiative and to maintain high levels of self motivation

- Responsible for the management of specific projects attaining all time and cost requirements
- Responsible for providing cost estimates of project construction for the development cost plan

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£350,000
Cash Handling	£250
Assets (required for job, exc. buildings)	£5,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to be creative and innovative in the delivery of the project at all levels with a good sense for what are realistic limits (of resources, practicability, etc.)
- Ability to be highly adaptable and able to think independently
- Ability to make and implement design decisions for new exhibits/projects which will enhance the visitor experience.

6. Contact

Essential:

- Ability to communicate effectively with all stakeholders both internally and externally
- Excellent communication and media skills – verbally, visually and in writing
- Excellent negotiation and diplomacy skills
- Ability to work and communicate at all levels to influence proceedings e.g. contractors, centre staff and volunteers

General Notes

This position may occasionally require work during some evenings, weekends and public holidays to meet the needs of the post.

Whilst this post is based at WWT Slimbridge some travel may be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres.