

Senior Project Manager

The Senior Project Manager leads the planning, coordination and delivery of capital, lifecycle, remedial and infrastructure projects across Scottish Gas Murrayfield, Hive Stadium and the wider Scottish Rugby campus. The role ensures projects are properly scoped, programmed, procured, delivered, handed over and reported. The focus is on safe and controlled project delivery in a live major event venue.



About the role

Key Responsibilities:

- Lead delivery of capital, lifecycle, remedial and infrastructure projects across the stadium campus.
- Lead the creation, maintenance and review of the Stadium Operations project programme, including priorities, risks, budgets, timelines, and dependencies.
- Lead the work delivered by the projects team, allocating workstreams, monitoring workload and providing guidance and support.
- Lead assigned projects from brief to completion, including scope, programme, budget, risk, quality, procurement and handover.
- Manage consultants, designers, engineers, contractors, and specialist suppliers.
- Chair project meetings and ensure decisions, actions, risks and changes are recorded and followed through.
- Support budget planning and financial reporting for capital, lifecycle, remedial and infrastructure works.
- Track committed costs, variations, instructions, risks, and forecast final costs.
- Ensure completion evidence is received and stored, including certificates, warranties, as-builts, O&M manuals and statutory approvals.
- Ensure projects comply with health and safety requirements, CDM duties, RAMS, permits and contractor management expectations.
- Have an awareness of safe working environments and the required policies and protocols, particularly in relation to safeguarding.

Stakeholders

This role works with a wide variety of internal and external stakeholders to ensure collaborative working across all areas:

- Facilities team
- Health & Safety team
- Event Safety and Security teams
- Events and Customer teams
- Finance, IT and Digital team
- Legal & Governance
- Commercial teams
- External consultants, designers and engineers
- Contractors and specialist suppliers
- City of Edinburgh Council

*“Our ambition is that everyone in Scottish Rugby feels a sense of ‘belonging’ by being clear on the **purpose** of their role, feeling **valued** as a member of the team, and **connected** to colleagues across all areas of the organisation”*

Key Skills

Business Enabler

- **Communication:** You get your point across clearly and effectively with the ability to inspire and lead positive change. You make sure that everyone understands what the message is, and that they equally feel heard.
- **Stakeholder Management:** You have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.
- **Influencing and negotiation:** You have the skill to convince and compromise to get agreement and progress smoothly. You have great self-awareness and understanding of others and the ability to find win-win solutions.
- **Problem solving and critical thinking:** You have a curious mind! You can analyse complex information and different perspectives, and then develop unbiased and innovative solutions to challenges, which are grounded in sound judgement.

Knowledge & Experience

- Project Management qualification and minimum of 6 years experience.
- Extensive experience managing multiple complex projects at the same time.
- Experience in construction, engineering, building services, estates, facilities, or infrastructure.
- Experience managing projects across a large, complex, or live operational estate.
- Experience managing contractors, consultants, designers, and professional teams.
- Experience managing or supervising project teams.
- Experience of procurement, tendering and contractor appointment processes.
- Excellent understanding of relevant Health & Safety legislation and Construction Design & Management Regulations 2015 (CDM)
- Experience managing budgets, forecasts, cost reports, and project financial information.
- Experience in stadiums, arenas, sport, leisure, public venues, or large operational estates would be beneficial.

Working Logistics

Location: Scottish Gas Murrayfield / Hybrid where appropriate

Working pattern: Monday to Friday, full time

Contract type: Permanent

Reports to: Facilities & Estates Manager