

HOLYROOD PROJECT DIRECTOR

In addition to this memorandum, this pack contains:-

- Application Form
- Ethnic Monitoring Form

Please ensure that you have received all these documents and that you complete and return them within 7 days.

Background

The administration of the Scottish Parliament is the responsibility of the Scottish Parliamentary Corporate Body (SPCB), a statutory body comprising representatives from each of the four main political parties and chaired by the Presiding Officer. This administration is organised into five directorates: the Office of the Clerk/Chief Executive and Presiding Officer; the Legal Office; the Clerking Directorate; the Directorate of Corporate Services; the Directorate of Communications; and the Holyrood Project Team.

The Holyrood Project Team's function is to represent the Parliament's interests in the construction of the Holyrood Parliament building and secure the delivery of the building to time, cost and quality.

The SPCB is seeking to appoint a suitable person to direct the Holyrood Building Project. The approved budget for the construction cost of the project is £108 million, (excluding fees, fit-out and VAT) with a programmed completion date of 31 December 2002.

*The candidate must also wish to be aware
how the Parliament has agreed to an overall*

Job Description

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The Project Director's main role is to be the SPCB's representative, acting as the single focal point for day to day management of the Parliament's interest in the project, with responsibility for securing the delivery of the new building complex to programme, within budget and to the specified quality. You will be expected to join the project after the completion and approval of Stage D of the RIBA Plan of Work and take the project through to completion.

This appointment is for a fixed term of 3 years, although the SPCB is happy to consider a secondment arrangement if this is preferred.