



Job description

Job title	Project Manager
Department	Technology
Contract	Ad hoc
Salary	£192.4 per day
Hours	Ad hoc
Location	Tate Britain, Millbank, London
Reporting to	Head of Business Solutions

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

Love planning and technology? The Technology team at Tate are looking for a project manager to deliver a varied number of projects including enhancements to current systems and replacing old ones.

About your team

Tate's Technology Department delivers operational, systems development and information management services to over 1,200 users internally across five sites, as well as supporting our website and platforms which are viewed and accessed across the world.

The Business Solutions Team provide the capability to work with the organisation to deliver high quality technology projects spanning all areas. This includes business analysis, project management, test, and delivery resources to drive forward improvement of technology across the organisation, be that a new streamlined solution for loan items to the design and deployment of a new building management or security system.

The role will report to and work with the Head of Business Solutions and the wider team to ensure there is planned and managed project delivery of technology-based initiatives arising from the Information Systems Strategy Group as well as agile continuous improvement in business platforms areas. They will be responsible for managing key stakeholder relationships in selected departments whilst being an ambassador for the Technology department.

What you will do

- Manage projects across a multi-disciplinary team, helping to build a 'delivery with high quality' culture to analyse, design, and deliver project solutions and outcomes to meet the requirements of the project sponsor.
- Work with the Business Solutions Manager and the Senior Technical Project Manager to prioritise, resource and schedule projects effectively to meet the needs of the organisation.
- Communicate project progress on budget, time and resource using standard reports through governance groups, boards, and project teams.
- Communicate with other managers, developers, product managers, and technical support specialists on product issues.
- Establish good working relationships with stakeholders across the organisation to ensure the business requirements of your projects are met.
- Manage the project budget, the issues, risks, project change requests to ensure successful and on-time project delivery.
- Utilise project delivery methodologies to organise and facilitate development such as sprint planning, daily stand-up meetings, reviews, and retrospectives, tracking and communicating team progress and maintaining rolling release plans.
- Contract managing third party engagements and monitor service level agreements.
- Manage the transition of service to business as usual, including process documentation.
- Participate proactively with the Business Solutions team to develop and maintain team standards, tools, and best practices.

What you will bring to the team

- Demonstrable knowledge and experience in project management and delivery using both agile and waterfall methodologies in an Information Systems environment; an agile or PRINCE2 project management certification is an advantage
- Knowledge and understanding of the importance of change management, process change, service transition and embedding benefits.
- Experience in managing wide-ranging matrix teams to achieve project outcomes.
- Good working ability of managing internal and external stakeholder relationships and fostering a culture of high-quality delivery.
- Proven ability to build and maintain good working relationships with internal stakeholders across all levels of the organisation and within the technology-rich delivery functions.
- Ability to influence and persuade; being able to demonstrate technical knowledge whilst cutting through complexity to translate and apply this to solutions which are crucial to deliver business change.
- Experience in digital technology, such as example Enterprise and Desktop Applications, with a working knowledge of hosting platforms including cloud etc. All round general knowledge covering an IT department spectrum.
- An excellent verbal and written communicator with strong interpersonal skills with the ability to work with everyone.
- A willingness to implement and drive continuous improvement methodologies across the projects.
- Interested in keeping current with the latest technologies and looking for ways these can be applied to make Tate more efficient and successful.
- Excellent analytical, creative, and problem-solving skills with a high attention to detail
- Self-motivated and capable of managing multiple priorities and tasks autonomously.
- Commitment to diversity and inclusion, and the ability to support Tate's objectives for creating a positive and inclusive working environment by displaying the principles of equality and diversity as they relate to audiences.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.

- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 22 December 2023 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

