

**Strategy Project Manager - fixed-term 12-month contract**  
**Finance and Operations Department**  
**Up to £50,000 plus attractive benefits**

The Royal Academy of Arts (RA) is one of the nation's treasures. We occupy a unique position in being an independent, privately funded institution led by eminent artists and architects. Our purpose is to promote the creation, enjoyment and appreciation of the visual arts through exhibitions, education and debate.

Building on our world-class exhibition programme and one of the most distinctive brands in the art world, we are entering into an exciting period of significant change and growth. As we approach our 250<sup>th</sup> anniversary in 2018, we will deliver a major capital development, investment in our digital capability and transform how we communicate with our audiences.

We are looking for an accomplished Strategy Project Manager who will work closely with organisational leaders to coordinate, support, challenge and ensure the on-track delivery of key strategic initiatives, ranging from digital transformation to operating model improvements to new start-up business lines.

With a minimum of 3 years' experience, ideally gained within a management consultancy, this role requires strong management acumen and a collaborative approach. You will have extensive experience of project delivery, complex stakeholder management and organisational change and development. An assured self-starter with a strong record of delivery, you will possess first-class communication skills and the ability to juggle multiple timeframes and issues. You should also be able to demonstrate an interest in the visual arts and an understanding of the vision of the Royal Academy of Arts.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website: <http://www.royalacademy.org.uk/careers-at-the-ra>.

**We will interview candidates who meet our criteria as we receive their applications.**

**Should you not hear from us within 10 days of your application, please assume you were unsuccessful on this occasion.**

## **JOB DESCRIPTION**

**JOB:** Strategy Project Manager  
**DEPARTMENT:** Finance and Operations Department  
**REPORTS TO:** Strategy Executive

---

### **BACKGROUND TO THE ROLE**

Building from the RA's position as a leading Exhibitor of Art, and with one of the most distinctive brands in the art world, the RA is undergoing significant and exciting change.

- The RA is becoming a truly multiplatform proposition, with a digital strategy underway to refresh our technology and deliver rich, innovative content to our audience
- We are diversifying our activities through new artistically-driven business lines that aim for deeper engagement with a wider audience, as well as financial stability
- Alongside digital and operational changes, we have a fundamental physical transformation: through our Masterplan we are investing £40m+ in a capital project to unify our estate and create a customer destination experience around our leading artistic offer
- We are delivering a major organisational change initiative to improve the effectiveness of our cross-functional working and embed a "one RA" culture

### **MAIN OBJECTIVE**

The main purpose of this role is to manage a programme of strategic initiatives which will help us to transform and improve the organisation, its capabilities, and its offer to the public, alongside the physical transformation of the Masterplan. The Strategy Project Manager will work very closely with organisational leaders and project managers to coordinate, support, challenge and ensure the on-track delivery of key strategic initiatives: these will range from digital transformation to operating model improvements to new start-up business lines.

It will require an individual who is adept at engaging and working with others to ensure robust delivery, retaining systematic oversight whilst understanding when to delve into detail, juggling multiple timeframes and issues, and balancing supporting and challenging roles. A self-starter and strong communicator is critical.

This role will report to the Strategy Executive who will have developmental responsibility for the Strategy Project Manager and identify the priorities for their work.

### **MAIN DUTIES:**

- Work with business leads to develop (or advance) Strategic Initiative/Project Plans, with defined activities, KPIs and expected timelines/milestones. Ensure these plans are agreed by the RA's senior governance groups.
- Through a combination of coordination, support, challenge and monitoring, work with business leads to ensure that the Strategic Initiative/Projects deliver on time against plans, and that interdependencies are identified and actively managed
- Where necessary, with the Insight department, provide central strategic support to business leads to analyse trends in the market, customer needs, etc., and adjust the strategic project direction accordingly

- Manage a central governance and review process so that the RA overall can be assured that the programme of strategic initiatives is being delivered
- Work with the communications team and business leads to prepare materials for communicating progress of the strategic initiatives to the wider RA and its stakeholder groups
- Through central coordination, support and role-modelling, help to embed an effective cross-functional working pattern and culture throughout the RA
- The Project Manager may also have a role to play in supporting the other key functions of the Strategy Department:
  - Running an annual Strategic Planning process with the RA's senior leadership
  - Articulating and translating the overall Strategy for the RA into specific goals and performance measures, so that departments and individuals can tailor their work to help support overall strategy
  - Working as project lead or internal consultant on the diagnose/design aspects of specific Strategic Initiatives e.g., articulating our international strategy, improving our visitor services, etc.

#### **PERSON SPECIFICATION:**

- Degree qualified or equivalent
- Ideally at least 3 years' experience within a management consulting capacity
- Strong project management skills:
  - Ability to identify and articulate the activities, decisions and capabilities that are required for a successful project delivery (from systems and processes to people and behaviours)
  - Systematic, rigorous and detailed review against timelines and targets
  - Quantification and description of benefits captured
- Strong analytical and quantitative skills, to ensure rigorous project management and strategic support/challenge
- Sound commercial acumen
- Ability to work collaboratively with each department, understanding their different cultures and reflecting this in the approach taken
- Ability to be flexible and adjust the balance of support and challenge given for each strategic initiative depending on needs
- Experience of complex stakeholder management
- Strong record of delivery and ability to prioritise and manage one's workload across a variety of tasks

- Highly proactive and enthusiastic about working with others to ensure organisational success – this will be a complex and demanding role with potential to deliver huge impact through successful relationships
- Excellent communication skills, both orally and in written word
- Enthusiasm and experience for organisational change and capability development
- Interest in or experience of entrepreneurial start-ups and/or operational improvements
- Experience of the arts/cultural sector beneficial.