

Projects and Interface Manager

Reports to: Director of Events and Programming

Line reports: None

Job Description

Overall Role Purpose

To support the preparation and planning of a park-wide legacy events programme and interim space use strategy, as well as supporting the planning and delivery of the Company's games-time events programme.

Key Accountabilities

- Support the Director of Events and Programming in the successful delivery of the park's programme.
- Identify progress and manage all interfaces between the Events and Programming team and other OPLC departments and stakeholders.
- Support the management, tracking and successful delivery a high number of cross-department projects and work streams.
- Deliver regular detailed reports detailing the current progress of each project and work stream.
- Assist in establishing a clear vision for the strategy related to events and interim uses, particularly the strategies required to fulfill planning permission conditions prior to opening of the Park.
- Manage a CRM database of all events and interim use enquiries and formal requests.
- Support the procurement of suppliers, contractors, consultants & legal services in collaboration with the OPLC's Finance and Corporate Services directorate.
- Support the preparation of major and mega event bid documents.
- Support the production and successful sign-off of any Events & Programming contractual needs and obligations.
- Support the production of accurate, well written and structured policies, guidelines and reports for presentation to the OPLC Executive Management Team or Board.
- Provide event management support for the OPLC's, pre-games, games-time events programme and any other internal OPLC events.

- Support the Events & Programming team in the creation of a park-wide Events Management Framework and Events Guidelines.
- Prepare agenda minutes, and attend all major departmental and cross work-stream meetings.
- Assist in the preparation of detailed budgets and business cases.
- Attend production builds, rehearsals/sound checks and events where deemed necessary.
- Support the Arts & Culture and Communities Teams in the delivery of their projects and programmes, whilst ensuring tight integration with the overall Park programme.
- Liaise with OPLC delivery partners, stakeholders and clients including the host boroughs, Westfield Stratford City and Greenwich Leisure Limited.
- Support OPLC delivery partner production teams, including on-site tours and site visits.
- Work in conjunction with the landscape design team(s) and EFM contractor to ensure the best possible solutions with regards to the selection and provision, fit-out and maintenance of events spaces within the Park.
- Work to procure and manage images and assets for future use in the events & programming marketing & publicity plans.
- Keep up to date with current advances and best practices within the events industry.
- Carry out any other duties as may be deemed necessary.

Person Specification

Part One

It is essential that in your written application you clearly set out your evidence against the appointment criteria listed in Part One. For candidates invited for interview these responses will be further developed and discussed together with the criteria listed in Part Two.

Education/Qualifications

- Educated to degree level or equivalent professional experience.

Knowledge and Experience

- Proven extensive professional technical and production experience in the events industry.
- Proven extensive professional technical and production experience in delivering outdoor/green field events.
- Have an in depth knowledge of the Olympic Park and its fringe areas.
- Have breadth of knowledge of emerging issues and happenings within the London context related to events and interim uses.
- Proven experience of report writing and formulating business cases.
- Experience procuring legal or service contracts to include the preparation of complex briefs within the public sector procurement regulation.
- Have a good knowledge of the Park's local communities and surrounding areas.
- Be familiar in the local planning and licensing processes.
- Have a basic knowledge of event production and technical solutions.
- Experience of working with partner agencies and officers with specific focus on bodies such as; the police, fire authorities and licensing & planning bodies.
- Have an understanding of production and technical riders.

Part Two

Skills and Competencies

- Have the ability to create complex timelines and critical paths.
- Be fully able to read and interpret CAD drawings.
- Understand the complex relationships between the OPLC's stakeholders and partners.
- Have an understanding of working within environmentally sensitive spaces.

- Have a broad understanding of the real estate, leisure, events and attractions industries.
- Possess highly developed presentation, interpersonal and organizational skills.
- Display a high degree of computer proficiency.

Behaviours

- Highly literate and able to communicate, persuade and negotiate to further objectives.
- Be able to gather and interpret information across multiple work streams.
- Have the ability to prioritize and to work to tight deadlines.
- Have a positive and creative attitude to problem solving.
- Be able to work to pressured timelines through the use of excellent time management.
- Be able to establish productive relationships with people at all levels.
- Work well within and across a number of teams.

REVIEW DATE/RIGHT TO VARY

The details contained within this job profile reflect the content of the job at the date it was prepared and inevitably, over time, the nature of the job may change. Consequently, the OPLC will expect to revise this job profile from time to time and will consult the post holder/s at the appropriate time.

You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade.