

Recruitment person specification

Post being recruited for: PROJECT MANAGER

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Significant experience of leading projects in a complex environment

Experience of working with and handling highly confidential and sensitive matters

Experience of managing complex information and analysing complex data to make knowledge-based decisions

Knowledge, skills and understanding	<p><i>Extensive knowledge and skills in Project Management and business change</i></p> <p><i>Working knowledge of Microsoft Project or similar software</i></p> <p><i>In-depth understanding of the key principles of governance and delivery</i></p> <p><i>Ability to make informed decisions of a complex nature with a high level of consequence</i></p> <p><i>Have a high degree of numeracy and be commercially minded</i></p>	
Qualifications and training	<p><i>Qualified to degree or post degree level or equivalent of training and experience in a relevant discipline</i></p> <p><i>Have a project or programme management qualification (e.g. MSP or Prince 2)</i></p>	
Job specific requirements	<p><i>Ability to build and manage strong working relationships with a range of stakeholders and colleagues</i></p> <p><i>Ability to work autonomously with minimal supervision</i></p> <p><i>Ability to manage competing priorities and pressured timescales</i></p> <p><i>Ability to work flexibly in order to meet changing demands</i></p>	