

Recruitment person specification

Post being recruited for: Project Manager – Tour de France

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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	<i>Successful partnership working with key internal and external stakeholders, e.g. Directors, Heads of Service, elected members, service managers, citizens, voluntary sector, government and public agencies</i> <i>Experience of leading stakeholder engagement</i> <i>Experience of leading by example, inspiring confidence and building respect</i> <i>Experience of managing budgets</i> <i>Experience of developing project management, measurement and reporting methodologies</i> <i>Experience of analysing and communicating data to a variety of audiences to support understanding on progress against measurable objectives, such as Key Performance Indicators</i>	<i>Experience of working within cycling associations or governing bodies.</i> <i>Public engagement and communications experience.</i> <i>Experience of working in an organisation of comparable scope, size and complexity within the public or private sector.</i>
Knowledge, skills and understanding	<i>Ability to assess and prioritise projects against specific criteria, including legality, delivery feasibility, strategic importance and impact.</i> <i>Ability to manage complex relationships and ensure regular engagement is maintained to successfully deliver the project or programme</i> <i>Exceptional communication and engagement skills</i> <i>Able to work with diverse groups and organisations</i> <i>Able to work with minimum supervision and demonstrate initiative.</i> <i>Effective project planning and reporting skills</i> <i>Excellent communication skills and ability to communicate effectively with a range of partners.</i> <i>Strong relationship/client management skills</i>	

Qualifications and training	<i>Qualified to degree or post graduate level in a relevant discipline or equivalent experience</i> <i>Qualification in Programme/Project Management or Process Improvement, Change Management or equivalent experience</i>	
Job specific requirements	<i>Knowledge, experience and understanding of the development, design and/or delivery of projects or project programmes related to large events.</i> <i>Some rail travel within the UK may be required in the execution of this post.</i>	