

Recruitment person specification

Post being recruited for: Project Manager

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Experience of the management and co-ordination of all aspects of projects including controlling project activities, planning, organisation and risk control. Experience of the development , implementation, and risk management process for all projects evaluating the risks and taking action to mitigate the risks. Experience of delivering communications positively to all stakeholders to drive cultural change. Proven experience of developing staff to achieve full potential. Experience of project management, training design and delivery to achieve successful outcomes.	
Knowledge, skills and understanding	Knowledge of service delivery in a high demand and/or complex and fast changing environment. Ability to capture document process maps. Ability to manage and assess risk and complexity. Ability to build effective relationships with Officers across all service areas and across partner agencies. Excellent problem-solving skills. Influencing skills.	The post holder should have a comprehensive knowledge of relevant legislation and best practice. Evidence of a broad understanding of current issues in local government.
Qualifications and training	The postholder will usually be qualified to degree or postgraduate level in a relevant discipline and will have an additional project management qualification or extensive management experience.	Prince 2.

Job specific requirements	Managing and/or participating in projects to implement business change ensuring that all projects adhere to formal project management methodologies (e.g. Prince II). This will include the full life cycle of the project from scope, business case (including investment appraisal), project planning, project team management, cultural change management, budget and risk management to implementation, embedding the new ways of working and evaluation. Produce and present a range of complex reports, business cases and management information to Senior Managers. Within this, develop sound business rationale/argument to identify improvement opportunities with supporting analysis and detailed recommendations. Ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, and professional project and programme standards.	
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