Recruitment person specification

Post being recruited for: Project Officer

Our Behaviours

These apply to all posts
Respect
Integrity
Flexibility

Person specification

Category	Essential	**Desirable** (not every post needs desirable requirements)

Experience	Experience of supporting all aspects of project delivery including planning, organisation and progression to implementation Experience of creating project documentation e.g. training guides, project updates and project initiation documents Experience of chairing meetings, workshops and focus groups Experience supporting the development of risk management, identifying risks associated with projects and taking measures to mitigate those risks Experience of interpreting and analysing data Experience delivering comprehensive training.	Experience of testing in a project environment Experience of process mapping.

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Knowledge, skills and understanding	Working knowledge of Microsoft packages Strong decision-making skills Commercially minded and highly numerate Strong team and collaborate working skills.	Working knowledge of Microsoft Planner Working knowledge of process mapping tools Knowledge and skills in project management Working knowledge of change management
Qualifications and training	Training and or relevant experience working collaboratively within a team.	Project Management qualification such as Prince 2 or have relevant training and/or experience.

Job specific requirements	Requirement to work autonomously with support from the project manager e.g. chairing meetings and producing project documents Comfortable delivering training to large groups, particularly when facing resistance to change Manage competing priorities, interests and pressurised timescales in a challenging and changing environment Flexibility to meet new demands and take appropriate action on matters requiring immediate response. Able to accommodate a flexible working location between home, Waverley Court and any of the city's four locality offices as required Ability to work closely and collaborate with Project managers and other stakeholders Work as part of a team and sharing best practice to support all projects as needed Able to manage challenging conversations with groups resistant to change.	