



## Person Specification

### Post: Project Manager (New Systems)

E = essential

D = desirable

AF = application form

I = interview

AT = assessment task

| Selection Criteria   | E | D | How assessed |
|--|---|---|--------------|
| <b>Knowledge (including qualifications and experience)</b><br><i>Remember – experience has to be objectively justified</i> |   |   |              |
| Minimum 2:1 degree (or equivalent) in Business Studies or related subject area   | ✓ |   | AF           |
| Working knowledge of project management; process, application and use  | ✓ |   | AF / I       |
| A demonstrable understanding of how to build effective relationships with internal specialist teams                        | ✓ |   | AF / I       |
| A demonstrable appreciation of the significance of working to strict deadlines   | ✓ |   | AF           |
| Experience / demonstrable understanding of a commercial environment  |   | ✓ | AF           |
| Working knowledge of MS Project (or equivalent)  |   | ✓ | AF           |
| Experience / demonstrable understanding of project planning and implementation   |   | ✓ | AF / I       |
| <b>Skills</b>  |   |   |              |
| Evidence of meticulous research and planning   | ✓ |   | AF / I       |
| The ability to summarise complex technical information in a clear, concise user-friendly format                            | ✓ |   | AF / AT      |
| Attention to detail and accurate proof reading skills  | ✓ |   | AF / AT      |
| The ability to develop effective professional relationships with a wide range of clients                                   | ✓ |   | AF / I       |
| Excellent communication skills – written, oral and presentation  | ✓ |   | AF / I       |
| Analytical skills  |   | ✓ | AF / AT      |
| IT Literate  | ✓ |   | AF           |
| <b>Attributes</b>  |   |   |              |
| Commitment to excellent customer service   | ✓ |   | AF           |
| Positive, 'can do' attitude  | ✓ |   | AF / I       |
| Commitment to equal opportunities  | ✓ |   | AF / I       |
| Able to contribute to strategic direction  |   | ✓ | AF / I       |
| Commitment to continuous personal development  |   | ✓ | AF           |
| Ability to develop problem solving skills to overcome barriers   |   | ✓ | AF / I       |
| <b>Other</b>   |   |   |              |
| Flexibility to work outside of standard hours when required  | ✓ |   | AF           |
| Willingness and ability to travel regularly with occasional overnight stays  | ✓ |   | AF           |

Sample