



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Technical Project Manager

Department/Division: ARD Systems, Academic Registrar's Division
Accountable to: Programme Manager, ARD Systems

Competency	Evidence	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Educated to degree level or equivalent, and significant experience of Business Systems Project Management. Significant experience in working across organisational boundaries, and leading and directing technical project teams. Experience in Higher Education or similar solutions delivery. Experience of the Agile methodology. Experience of delivering Salesforce or SITS projects. User of project planning tools such as Microsoft Project. Formal project or programme management qualifications. 	E E E D D D D
Teamwork	<ul style="list-style-type: none"> Provide Project Management leadership and direction to the project team, demonstrating an ability to motivate with a clear vision of what is to be achieved. Excellent interpersonal skills. Encourage and actively promote team values, application of project methodologies and acceptance of agreed standards 	E E E
Problem Solving and Initiative	<ul style="list-style-type: none"> A readiness to challenge the status quo and proactively identify and solve problems, including a willingness to understand issues beyond the boundaries of the project. 	E



	<ul style="list-style-type: none"> • Experience in influencing senior staff members and an ability to facilitate critical decision making in order to negotiate optimal project outcomes. • Ability to work autonomously, determine workload and priorities and ensure a focus on project objectives. • Managing with timely escalation of project risks and issues. 	E E E
Liaison and Networking	<ul style="list-style-type: none"> • Ability to lead, work with and support people in a complex change environment, building productive and lasting internal and external working relationships and networks. • Ability to lead internal groups with fluid, cross-School membership to obtain optimal project related work package outcomes. 	E E
Planning and Organising	<ul style="list-style-type: none"> • A flexible and adaptable approach to work, with the ability to deal with high degrees of complexity, ambiguity and changes of business focus. • Advanced organisational skills including: <ul style="list-style-type: none"> ○ Planning and resourcing ○ Project budgeting ○ Progress reporting ○ Managing issues and conflicts ○ Running meetings with stakeholders with varying skills and communication styles 	E E
Communication	<ul style="list-style-type: none"> • Excellent facilitation skills, able to lead workshops involving all forms of stakeholders to achieve agreed outcomes. • Ability to write complex project documentation, including highlight reports, project briefs, financial reports, business cases and stage gate reports. • Excellent oral and written communications. • Ability to interpret and explain/present complex information to a variety of non-technical audiences. 	E E E E
Teaching and Training	<ul style="list-style-type: none"> • Ability to pass on knowledge to others, both in one-to-one and formal training environments. • A willingness to undertake further training and to learn and adopt new procedures as and when required. 	E E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.