



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: Project Manager for Mayoral Leadership, European City Leadership Programme

Department/Division: LSE Cities

Accountable to: Academic Director for Mayors

Competency	Criteria	E/D
Experience	Significant professional experience of working as a programme manager or administrator, managing complex projects, including budgets and reporting.	E
	Proven managerial skills in developing and managing projects/initiatives with limited supervision.	E
	Experience in organising events/workshops/seminars	E
	Excellent IT skills- Microsoft Office including Word, Excel, Outlook, Powerpoint.	E
	Educated to degree level (or equivalent)	E
	An interest in executive education, local government, urbanism, innovation or democracy.	D
Networking	Ability to represent and promote the programme professionally through effective networking with LSE Cities' European network of policymakers, academics and practitioners.	E
	Ability to take the lead on liaising with internal and external contacts to further the aims of the programme and the Centre.	E
Teamwork and Motivation	Evidence of motivation and ability to work independently and take the lead on initiatives without constant supervision.	E



	Ability to collaborate effectively and function well in a team with other members of the Centre's administrative and academic staff.	E
Planning and organising	Ability to manage a varied workload and coordinate a range of tasks and activities, and to prioritise tasks effectively to consistently meet deadlines.	E
	Ability to work flexibly and openly to consistently meet deadlines.	E
	Proven ability to drive momentum in support of smooth and timely project delivery, managing up and across the team where appropriate. .	E
Communication	Excellent communication skills: ability to communicate effectively with internal and external stakeholders at all levels, including high profile individuals - both verbally and in writing - in a professional and diplomatic manner.	E
	Ability to convey and present complex information in a meaningful and appropriate manner to a wide range of audiences.	E
Language Proficiency	Very high standard of written and spoken English; knowledge of other European languages is an advantage.	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.