



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

Department/Division: Business Improvement Unit (BIU)
Accountable To: Director, Business Improvement Unit

Criteria	Evidence	E/D
Teamwork	<ul style="list-style-type: none"> Experience of providing leadership and direction to a project team, demonstrating an ability to motivate with a clear vision of what is to be achieved. Excellent interpersonal skills with an ability to mentor cross functional staff as required. Encourage and actively promote team values, application of project methodologies and acceptance of agreed standards. Able to demonstrate an appreciation of inter-relationships between the project team and their impact on the aims of the School. 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
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. 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. 	<p>E</p> <p>E</p> <p>E</p>
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. 	<p>E</p> <p>E</p>
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 	<p>D</p> <p>E</p>



	<ul style="list-style-type: none"> ○ Project budgeting ○ Progress reporting ○ Managing issues and conflicts ○ Running meetings with stakeholders with varying skills and communication styles 	
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 terms of references, 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. 	<p>E</p> <p>E</p> <p>E D</p>
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. 	<p>D</p> <p>D</p>
Knowledge and Experience	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Substantial experience in working across organisational boundaries leading and directing productive, multi skilled, cross functional project teams, including staff from diverse areas of the organisation and stakeholder management at senior management level. • Have sufficient knowledge, experience and understanding of information systems and technology to be able to manage change projects which will be enabled by these capabilities. • Experience of working in a Higher Education setting would be advantageous. • Confident ability to use MS Word, Excel and PowerPoint applications. • User of document collaboration tools, such as MS Teams and SharePoint. • User of project planning tools such as Microsoft Project and Visio. • Formal project management qualification, such as PRINCE 2, with experience in the application of stage gate methodologies. • Awareness of lean methodologies and tools. 	<p>E D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

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

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