



## 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:** Academic Registrar's Division  
**Accountable to:** CRM & SRS Technical Programme Manager

Competency	Evidence	E/D
Knowledge and Experience	Educated to degree level or equivalent, and significant experience of Business Systems Project Management.	E
	Experience in working across organisational boundaries, and project managing technical project teams.	E
	Experience in Higher Education or similar solutions delivery.	E
	Experience of the Agile methodology.	D
	Experience of delivering Salesforce or SITS projects.	D
	User of project planning tools such as Microsoft Project.	D
	Formal project or programme management qualifications.	D
Teamwork	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.	E
	Excellent interpersonal skills.	E
	Encourage and actively promote team values, application of project methodologies and acceptance of agreed standards	E
Problem Solving and Initiative	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
	Experience in influencing senior staff members and an ability to facilitate critical decision making in order to negotiate optimal project outcomes.	E
	Ability to work autonomously, determine workload and priorities and ensure a focus on project objectives.	E



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