



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 Resource Planner

Department/Division: Data and Technology Services **Accountable to:** Lead Business Partner

Competency	Criteria	E/D
Knowledge and Experience	Attention to detail with the ability to deliver accurate and timely results	E
	Professional qualification in resource planning (or willingness to work towards and achieve within 12 months) or equivalent experience	D
	Experience of managing resource across multiple projects with competing specialist resource requirements	E
	Experience of project management and the enforcement of governance	D
	Time management skills. Able to organise and plan own and others' workloads	E
	Experience of developing and implementing processes for scheduling and capacity planning	D
	Experience of developing key reports and presentation of these to leadership team	D
	Experience of projects and their resource requirements	D
Communication	High standard of written and verbal communication and the ability to inform audiences of all levels and experience of complex details and concepts	E
	Ability to explain complex information in an easy to understand manner and generate "buy-in" from key stakeholders	D
Teamwork and Motivation	Proven ability to negotiate and mediate to resolve conflict through effective communication / interpersonal skills	D
	Ability to maintain a confident and resilient attitude when working under pressure,	E
	Ability to work closely with management and take instruction when necessary	E



	Shared accountability for the achievement of resource related KPI's	D
Liaising and Networking	Ability to build good working relationships with customers and colleagues	E
	Ability to engage with senior management to present and gain approval for project change plans	E
Planning and Organising	Ability to produce accurate work and prioritise own work effectively against competing project deadlines	E
	Experience of building demand forecast models and creating forecast plans	D
	Experience of using workforce planning and management tools to build and manage project resource plans that meet demand forecasts	E
Initiative and Problem Solving	Ability to use own initiative and organise workload effectively	E
	Excellent analytical, problem-solving, and decision-making skills	E
	Innovative and proactive approach to change	E
Investigation, Analysis and Research	Experience of making decisions through analysis of results	D

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

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