



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: Senior 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"> • Extensive experience of Programme and Project Management for enterprise wide platforms. • Extensive 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. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Teamwork	<ul style="list-style-type: none"> • Ability to 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. • Ability to encourage and actively promote team values, application of project methodologies and acceptance of agreed standards 	<p>E</p> <p>E</p> <p>E</p>
Problem Solving and Initiative	<ul style="list-style-type: none"> • Experience in challenging the status quo and proactively identifying and solving problems, including proactively gaining an understanding of issues beyond project boundaries influencing the project environment. • 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. • Experience in evaluating risk, assumptions, issues and dependencies to appraise options and 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



	make strategic decisions on programme and project delivery.	
Liaison and Networking	<ul style="list-style-type: none"> • Expertise in leading, working with and supporting people in a complex change environment, building productive and lasting internal and external working relationships and networks. • Expertise in leading 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 highly flexible and adaptable approach to work, with the ability to deal with high degrees of complexity, ambiguity and changes of business focus. • Strategic planner and thinker, with 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. • Expertise in writing complex project documentation, including highlight reports, project briefs, financial reports, business cases and stage gate reports. • Excellent oral and written communications. • Expertise in interpreting and explaining/presenting complex information to a variety of non-technical audiences. 	E E E E
Teaching, Training and Service Deliver	<ul style="list-style-type: none"> • Expertise in defining service levels, communicating programme and project progress, and escalating issues appropriately both internally and with suppliers to ensure service standards. • Expertise in responding quickly to developing situations and remaining calm under pressure. • 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 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.