



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: Business Project Manager

Department/Division: Business Improvement Unit

Accountable to: Head of Projects & Programmes

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Sufficient knowledge, experience and understanding of information systems and technology to be able to manage change projects which will be enabled by these capabilities. Confident ability to use MS Word, Excel and PowerPoint applications. Use of project planning tools and team collaboration tools such as Microsoft Project, Visio, MS Teams and SharePoint. Formal project or programme management qualifications, such as MSP or PRINCE 2, with experience in the application of stage gate methodologies. 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
Teamwork	<ul style="list-style-type: none"> Experience of providing leadership and direction to project teams, demonstrating an ability to motivate with a clear vision of what is to be achieved. Excellent interpersonal skills with an ability to mentor, coach and appraise performance of assigned reports. 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"> 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. 	<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. 	<p>E</p>



Planning and Organising	<ul style="list-style-type: none">• Significant experience in Project Management, leading and directing productive, cross functional teams and managing stakeholders at senior management level.• A flexible and adaptable approach to work, with the ability to deal with high degrees of complexity, ambiguity and changes of business focus.	E E
Communication	<ul style="list-style-type: none">• Excellent oral and written communication, including the ability to write complex project documentation such as project briefs, financial reports, business cases and stage gate reports.	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.