

Person Specification

Job Title	Project Manager	Req No	
Prepared by	Michael Constantine	Date	01/03/2022
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u>			
<p>Knowledge and experience of project and programme management techniques. Experience of working with a team of technical/professional experts. Experience of working with and developing effective relationships with stakeholders Experience of managing contractors, site management</p>			
<u>Qualifications/training:</u>			
<p>'A' level qualifications or equivalent PRINCE II or willingness to undertake training IOSH or willingness to undertake A recognised qualification or trained in the use of Excel and Word</p>			
<u>Special Knowledge:</u>			
<p>Good working knowledge of IT including the Internet & MS Office products Ability to interpret policy briefings/legislation/project documentation Experience of Construction related legislation, Building Regulations</p>			
<u>Disposition/attitude:</u>			
<p>Self-starting individual who has a good organisational ability. Ability to build constructive and professional relationships at all levels both internally and externally Enthusiastic, innovative & able to work on own initiative with minimal direction and to tight deadlines Ability to multi-task as required Influential, confident and motivated</p>			
<u>Practical/intellectual:</u>			
<p>Ability to organise their own workload. Highly developed written and interpersonal and negotiation skills. Ability to creatively solve problems in a maintenance and building project environment. Ability to meet tight deadlines. Ability to deal with complaints or conflict in a professional manner Practical skills and knowledge across a broad range of trades</p>			
<u>Physical Requirements:</u>			
<p>Able to climb ladders etc. or access confined spaces A level of fitness that would enable significant amounts of the working day to be in unheated environments / site</p>			
<u>Additional Requirements:</u>			
<p>Will be required to work outside normal working hours on occasions</p>			
Desirable Criteria – Additional requirements relevant to the post			
<p>Formal project management qualification Experience of delivering within a public sector organisation Understanding of local government or similar environments Experience of Electronic Document Management Environment CSCS Card</p>			