

**PERSON SPECIFICATION (G8)  
Senior Project Manager**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **How it will be assessed** |
| **Qualifications** | | |
| Educated to degree level or equivalent qualification or work experience in a relevant area **(Qualifications)** | Essential | Application Form |
| Professional Project Management Qualification (e.g. Scrum-master / PRINCE II Practitioner) **(Qualifications)** | Desirable | Application Form |
| **Knowledge and Experience** | | |
| Demonstratable experience of successful managing of complex or major projects | Essential | Supporting Statement |
| Experience of managing supplier relationships ideally including procurement and delivery of services | Desirable | Supporting Statement |
| Experience of project management, including knowledge of agile and waterfall approaches to project delivery | Desirable | Supporting Statement |
| **Skills and Abilities** | | |
| Able to identify and anticipate hidden cross group problems and work to solve complex problems outside their own team (**Problem Solving)** | Essential | Interview |
| Ability to develop measurable and meaningful goals and manage project dependencies through co-ordination with other areas of the business (**Performance Management)** | Essential | Interview |
| Holds people accountable for meeting commitments and sets high standards and expects successful achievement **(Drive for Results)** | Essential | Interview |
| Brings out the creativity of others and able to generate new innovative ideas in a complex environment (**Creativity)** | Essential | Interview |
| Able to make decisions without sufficient information for certainty, and able to deal with ambiguity (**Dealing with Ambiguity**) | Essential | Interview |
| Ability to work with a high level of challenge and contribution to new ideas development, nurturing new ideas and inspiring creativity in others **(Innovation)** | Essential | Interview |
| Demonstrable experience of recognising trends and driving developments with a 6 to 12-month timeframe in line with strategic priorities **(Strategic Thinking)** | Essential | Interview |
| Understanding of the University and Digital strategies and able to contribute to, inform and influence future strategic direction **(Strategic Thinking)** | Essential | Interview |
| Ability to effectively negotiate and resolve work related conflict. Able to persuade, convince, negotiate and have a high level of political understanding within the organisation **(Negotiation and Conflict Management)** | Essential | Interview |
| Initiates contacts, and builds good, long standing working relationships adjusting behaviour to accommodate others working styles and perspectives **(Interpersonal Skills)** | Essential | Interview |
| Good judge of talent and able to recommend best candidates, recognising the value of diversity in hiring decisions **(Hiring and Staffing)** | Essential | Interview |
| Able to take initiative to help other team members, encouraging and inspiring respect, and acting as a role model to others. Able to set positive examples to create a progressive and forward-thinking environment **(Building Team Spirit)** | Essential | Interview/ References |
| Highly developed written communication skills and ability to explain information in a way that is easy to understand, targeting communication appropriately for audience **(Communication Skills)** | Essential | Application Form / Interview |