

PERSON SPECIFICATION

Project Manager – Next-Generation Converged Digital Infrastructure (NG-CDI)

Vacancy Ref: A2051

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview*
Educated to degree level (or equivalent qualifications / experience)	Essential	Application Form
Evidence of project management skills and track record of delivering results based on objectives	Essential	Supporting Statements/ Interview
Ability to plan strategically and act pro-actively	Essential	Supporting Statements/Interview
Excellent communication, negotiation and networking skills and proven ability to initiate and manage relationships with stakeholders at all levels (internally and externally)	Essential	Supporting Statements/ Interview
Effective personal, written and oral communication skills and the ability to present information in an accurate and appropriate format	Essential	Application Form/ Interview
Relevant experience of responsible administrative or managerial roles and ability to demonstrate outcomes of reviewing and developing administrative processes	Essential	Supporting Statements/ Interview
Proven ability to work with minimum supervision, prioritising activities effectively to meet tight deadlines and working flexibility in response to changing priorities and timescales	Essential	Supporting Statements/ Interview
Evidence of a collegial approach, and a willingness to be an active part of a team	Essential	Supporting Statements/Interview
Excellent IT skills and the ability to use these to present information to a variety of audiences	Essential	Supporting Statements/ Interview
The ability to convey an appropriate rationale and interest in applying for this post	Essential	Application Form
Willingness and ability to undertake UK travel	Essential	Supporting Statements/ Interview
Experience of curating content for digital outlets (e.g. project websites, social networks, etc.)	Desirable	Supporting Statements/ Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicant are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.

