

PERSON SPECIFICATION
Project Manager, Estates Development
Vacancy Ref: A2034

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Proven and demonstrable experience in the planning and delivery of projects in complex organisations.	Essential	Application Form
Thorough knowledge of construction or engineering project management, contract administration and the operation of contracts, supported by experience.	Essential	Application Form
<p>Highly effective interpersonal, influencing and communication skills (both oral and written), including the ability to:</p> <ul style="list-style-type: none"> Establish and maintain effective working relationships with customers. Conduct meetings and present proposals in a clear and concise manner to both specialist and non-specialist audiences. Write clear and concise reports and other professional documentation. Establish good working relationships with teams of highly qualified professionals and to be socially confident within a wide circle of contacts. Direct, influence and motivate teams successfully by engendering good team spirit, without being authoritarian. Successfully negotiate in respect of the project delivery for which there is responsibility, paying particular attention to cost, timescale and the interests of Estate Management. Identify key issues and ask searching questions in a diplomatic assertive yet inoffensive manner. Deal sensitively with confidential information, identifying and avoiding actions which may inadvertently or indirectly breach confidences made. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>The ability to:</p> <ul style="list-style-type: none"> Understand the statutory, health and safety requirements of Construction, infrastructure, building ownership and operation. Analyse complex, and sometimes numerous, alternatives to determine the best approach to specific issues or areas of work. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form</p>

<ul style="list-style-type: none"> Understand the business issues underpinning project delivery. Solve complex and often interrelated problems occurring within and between projects and differing areas of responsibility. Contribute to the preparation of investment proposals, paying specific attention to the details. Pay particular attention to the broader and strategic issues which exist with respect to Estate Management. Assimilate significant amounts of detailed information. 	Essential	Application Form/Interview
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Professionally and financially numerate with the ability to comprehend project finances and business issues sufficiently to take responsibility for the effective management of cost, resources and time.	Essential	Application Form
The flexibility to accommodate frequently changing customer needs and changing workloads within the allocated teams.	Essential	Application Form/Interview
The ability to work individually and/or as part of a team, be able to prioritise and work under pressure.	Essential	Interview
Educated to degree level or equivalent relevant experience in property, construction, engineering or project management.	Essential	Application Form
Professional Qualification in property, construction, engineering or project management or equivalent.	Desirable	Application Form
Significant experience of project delivery.	Desirable	Application Form/Interview
Possess excellent IT skills including use of the Microsoft office suite and project management tools including Microsoft Project.	Essential	Application Form
Highly customer focused.	Desirable	Interview
NEBOSH General Certificate or equivalent.	Desirable	Application Form
Proficient in Microsoft Project.	Essential	Application Form

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.