PERSON SPECIFICATION
Digital Services Programme Manager (Fixed Term, 3 years)
Vacancy Ref: A2100

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Possession of a University degree or equivalent appropriate professional qualification, or significant relevant experience of work in a large complex organisation.	Essential	Application Form/Supporting Statements/Interview
Strong influencing skills and ability to manage change	Essential	Application form/Supporting Statements/Interview
Strong Project/Programme management experience using a recognised project methodology (e.g. Prince 2)	Essential	Application Form/ Supporting Statements/ Interview
Experience working in both agile and traditional (waterfall) project and development environments	Essential	Application Form/ Supporting Statements/ Interview
Strong team management experience (preferably including matrix management)	Essential	Application Form/ Supporting Statements/ Interview
Can demonstrate excellence when dealing with senior stakeholders and 3rd party suppliers	Essential	Application Form/ Supporting Statements/ Interview
Experience, excitement and knowledge of digital technology in the context of business transformation	Essential	Application Form/ Supporting Statements/ Interview
Excellent interpersonal, communications (verbal, written and digital) and influencing skills	Essential	Application Form/ Interview
Knowledge and experience of implementing business process improvement methods	Essential	Application Form/ Interview
Experience of planning and managing priorities and dependencies in a complex environment	Essential	Application Form/ Supporting Statements/ Interview
Certification in business process improvement (e.g. Lean/SixSigma)	Desirable	Supporting Statements/ Interview
Experience managing a budget	Essential	Interview
Knowledge of Analytics	Desirable	Application Form/Interview

Experience in Higher Education	Desirable	Application Form
Certification is Programme / Project management (e.g. PRINCE 2)	Desirable	Application Form / Supporting Statements

*

- **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 eg award of a qualification. Will be "scored" as part of the shortlisting process.
- **Supporting Statements** - applicants 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.