

PERSON SPECIFICATION
Vacancy Ref: A2113

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Project management experience gained within a complex service organization	Essential	Application Form / Interview
The ability to handle situations of potential conflict whilst ensuring that project timescales are achieved	Essential	Application Form / Interview
Experience of presenting reports to senior managers, committees and steering groups	Essential	Application Form / Interview
Strong team leadership and people management skills; including negotiation and coaching skills	Essential	Application Form / Interview
Experience in managing projects of major scale and scope with budgets in the £millions	Essential	Application Form / Interview
Experience of managing business process analysis and requirements definition	Essential	Application Form / Interview
Describe your experience managing projects within experience gained within a complex service organisation. Outline the scale, depth and complexity of the projects.	Essential	Application Form / Supporting Statement
Describe how using examples how you have the ability to handle situations of potential conflict whilst ensuring that project timescales are achieved.	Essential	Application Form / Supporting Statement
Describe your team leadership and people management skills and how you have exercised tact and diplomacy whilst negotiating issues relation to a project.	Essential	Application Form / Supporting Statement
Outline your experience of managing projects of major scale and scope with budgets in the £millions. Describe the challenges you faced and how you dealt with them.	Essential	Application Form / Supporting Statement
Outline your experience in managing business process analysis and requirements definition using examples.	Essential	Application Form / Supporting Statement
Set-out details of your formal project management qualification(s).	Essential	Application Form / Supporting Statement
PRINCE2 Practitioner qualified	Essential	Application Form
Awareness of different project management approaches and the ability to champion the benefits of effective project management	Essential	Interview
Excellent communication skills	Essential	Application Form / Interview

Knowledge of the Higher Education sector	Desirable	Application Form / Interview
Education to degree level	Desirable	Application

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- **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.