**PERSON SPECIFICATION**

**Post:** Project Manager(STP&I) **Post No:** 300580

**Department:** Highways & Public Protection **Division:** Transportation & Highway

Infrastructure

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Professional Membership Qualification  Business / Project Management Qualification  Degree in appropriate discipline | (D)  (D)  (E) | AF/C |
| **EXPERIENCE**  Experience in the field of project management and infrastructure delivery  Experience of transport appraisal, funding bids, capital scheme business case development  Experience of working within a Local Authority environment and in particular presenting to and dealing with Elected Members.  Experience of being accountable for and accounting for large budgets | (E)  (D)  (D)  (E) | AF/I/T |
| **KNOWLEDGE/SKILLS/APTITUDES**  **Knowledge**    The job requires advanced theoretical, practical and procedural knowledge across the specialist area of project management, infrastructure development and delivery  The job requires detailed knowledge of the associated organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge. | (E)  (E) | AF/I/T/P |
| **Skills**  The job requires analytical and judgemental or creative and developmental skills to analyse and interpret varied and complex information or situations and to produce solutions or strategies over the long term.  The job involves exercising highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take and exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists  The job involves high direct responsibility for physical resources. The work involves adaptation, development or design of a wide and high value range of equipment, land, buildings, other construction works or equivalent.  The job involves limited contact with, or work for, people, which through their circumstances or behaviour occasionally place emotional demands on the job holder.  The job involves considerable direct impact on the well being of individual, or groups of, people, through implementing regulations which have a direct impact on the, health, safety or well-being of people.  The job involves some direct responsibility for the supervision, direction, co-ordination or training/ development of other employees. It regularly involves advising, instructing, checking work or training other employees.  The work requires dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills.  The job requires the following leadership abilities:   * Manage change positively and to deliver successful outcomes. * Plan strategically and operationally. * Lead people and performance improvement. * Work corporately within a ‘One Council’ approach as well as collaboratively with partners. * Communicate effectively. * Develop self and others. * Maintain personal resilience. | (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E) | AF/I/T/P |
| **Aptitudes**  The job involves working within broad practice or guidelines. The work involves using discretion and initiative over a broad area of activity, with little access to more senior officers. The job is subject to managerial direction.  The job requires general awareness and sensory attention with lengthy periods of concentrated mental attention.  The post holder will be required to demonstrate the ability to perform at the following levels for core competencies: Levels 1 to 2 | (E)  (E) |  |
| **SPECIAL REQUIREMENTS**  The post holder will be expected to attend meetings outside of normal working hours  The post holder will be required to participate in the emergency plan  The job involves minimal exposure to potentially disagreeable and unpleasant people related behaviour. | (E)  (E)  (E) |  |

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| Prepared by: Andrew Dunsmore | AF | = Application Form |
|  | C | = Certificate |
|  | I | = Interview |
| Date: March 2024 | T | = Test |
|  | P | = Presentation |