

PERSON SPECIFICATION

Contracts Delivery & Town Centre Initiatives Manager

	Requirements	E/D	Measurement
Personal Skills	- Highly motivated with the ability to meet challenging deadlines - Ability to negotiate with different stakeholders and influence others - Ability to manage and work within a team environment - Excellent planning, organisation and communication skills - Ability to manage budgets - Ability to produce written reports and quality presentations - Skills to manage the process of tracking and reporting on key performance indicators and target outputs - Early stages of people management including guiding and supporting other junior team members with work planning	E E E E E E E D	1,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3
Experience	- Experience in the realm of Project or Programme Management in a local government environment or other related area. - Ability to understand and interpret government initiatives, research and data sets. - Developing and coordinating relationships with a diverse range of organisations - Experience of both writing bids and obtaining funding from national government. - Knowledge and understanding of local, regional and national business growth trends - Experience of working with businesses and private sector organisations and understanding their needs - Presenting complex data and information to a variety of audiences	E E E E E D D	1,3,4 1,3 1,3 1,3 1,3 1,3 1,3,4
Attainments/ Qualifications	- Educated to degree level with a formal qualification in a related subject or suitable experience	E	1,4 1,4

	- Project Management qualification such as Prince 2 or equivalent or suitable experience in relevant field. - Business Management qualification or working towards one - Qualified with full driving license or in the process of obtaining one	E D D	1,4 1,4
Knowledge	- Computer literate - Knowledge of CDM Regulations	E D	1,3 1,3
Special Requirements	- Ability to work outside ordinary working week hours, in particular the attendance at evening meetings of the Council and various committees.	E	1,3
Car Allowance	This post carries a designated car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner. Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence. Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.		

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	R Dawson		_Jan 2020
Updated by	J Little		Nov 2022
Person specification agreed by	S Saunders		___/___/___

Date of issue: January 2020

Additional notes for JE/HR. PP117
