

## PERSON SPECIFICATION

### TMPSPF – PROJECTS & INITIATIVES DELIVERY MANAGER

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Highly motivated with the ability to meet challenging deadlines	E	1,3
<b>Personal Skills</b>	Ability to negotiate with different stakeholders and influence others	E	1,3
<b>Personal Skills</b>	Ability to manage and work within a team environment	E	1,3
<b>Personal Skills</b>	Excellent planning, organisation and communication skills	E	1,3
<b>Personal Skills</b>	Ability to manage budgets	E	1,3
<b>Personal Skills</b>	Ability to produce written reports and quality presentations	E	1,3
<b>Personal Skills</b>	Skills to manage the process of tracking and reporting on key performance indicators and target outputs	E	1,3
<b>Personal Skills</b>	Early stages of people management including guiding and supporting other junior team members with work planning	D	1,3
<b>Experience</b>	Experience in the realm of Project or Programme Management in a local government environment or other related area.	E	1,3,4
<b>Experience</b>	Ability to understand and interpret government initiatives, research and data sets.	E	1,3
<b>Experience</b>	Developing and coordinating relationships with a diverse range of organisations	E	1,3
<b>Experience</b>	Experience of both writing bids and obtaining funding from national government.	E	1,3
<b>Experience</b>	Knowledge and understanding of local, regional and national business growth trends	E	1,3
<b>Experience</b>	Experience of working with businesses and private sector organisations and understanding their needs	D	1,3
<b>Experience</b>	Presenting complex data and information to a variety of audiences	D	1,3,4
<b>Attainments/Qualifications</b>	Educated to degree level with a formal qualification in a related subject or suitable experience for example within a role in a business	E	1,4
<b>Attainments/Qualifications</b>	Project Management qualification such as Prince 2 or managerial equivalent or suitable experience in relevant field.	E	1,4
<b>Attainments/Qualifications</b>	Business Management qualification or working towards one	D	1,4
<b>Attainments/Qualifications</b>	Qualified with full driving license or in the process of obtaining one	D	1,4
<b>Knowledge</b>	Computer literate	E	1,3
<b>Knowledge</b>	Knowledge of CDM Regulations	D	1,3

Specification Type	Additional/changed requirements	E/D	Measure
<b>Special Requirements</b>	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.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]