

## Person Specification

<b>JOB TITLE:</b>	<b>Senior Project Manager</b>	<b>POST NO:</b>	
<b>GRADE:</b>	<b>14</b>	<b>DEPARTMENT:</b>	<b>Place and Economy</b>
<b>HOURS</b>	<b>37</b>		
<b>DIVISION:</b>		<b>DIRECTOR:</b>	<b>Nick Carter</b>
<b>DATE:</b>	<b>17/10/23</b>	<b>COMPLETED BY:</b>	Karen Lockwood

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Project delivery track record across the RIBA life cycle in client environments or, in consultancy environments fulfilling the client function on their behalf.</li> <li>• Strategic design and planning policy awareness to lead projects effectively over the front-end stages.</li> <li>• Market awareness, procurement and tender expertise across professional services and works contracts including design team, client advisors, enabling works and main contract commissions.</li> <li>• Knowledge and understanding of sub regional growth priorities including the role of the Combined Authority</li> <li>• Proven track record of taking a credible and professional approach to delivering a busy work programme with strategic and detailed focus as required</li> <li>• Significant financial awareness and experience in managing project budgets.</li> <li>• Awareness of major legislative and other issues facing local government with a particular focus on achieving effective project delivery at a time of significant change and financial challenge.</li> <li>• Extensive knowledge and skills in a range of related professional disciplines including construction to the extent that they can direct, manage and mentor a group of multi-professionals in house or external project teams and specialist consultancies</li> </ul>	

**SKILLS & ABILITIES**

- Strategic mindset that sees across all project stages and beyond project completion to realise all project benefits.
- Strong analytical and report writing skills
- Public good approach with social value mindset rather than exclusive commercial focus.
- Leadership of internal support services to deliver projects on time and budget including procurement, finance, legal services, communications, democratic services and property services.
- Support the Director and Head of Service in securing and preparing internal governance decision making requirements in a timely manner including forward plan entries, CMDN papers, cabinet and council papers
- Strategic project programme preparation and management including regular updates to respond and react to circumstance change, project opportunities and risks as they emerge.
- Ability to collaborate, engage and work with a wide variety of internal and external stakeholders including special interest groups, adjoining land owners, partners, community and internal service lines.
- Enterprising and resourceful with the ability to identify opportunities and solve problems
- Technical skills it takes to deliver complex capital projects.
- Listens, consults others and communicates proactively
- Accepts and tackles demanding goals with enthusiasm
- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones
- Works productively in a high-pressure environment
- Highly developed communication skills, verbal and written, good presentation skills and the ability to develop and maintain effective relationships with the consultants, partners, residents and officers
- A strong community focus in the strategic planning of projects, including experience of public consultation and understanding of community issues.
- Ability to interpret varied and highly complex documents and to understand legislation in relation to work activities.
- Good coordination and organisational skills
- Ability to establish and maintain robust governance and risk management arrangements
- Ability to analyse and process data to write

	comprehensive business cases, value for money and reports to meet funding requirements	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Prior experience of project delivery in a local authority or similar environment</li> <li>• Experience of effective project partnership working in a multi stakeholder environments</li> <li>• Experience in developing briefs and managing a professional team over design, planning and delivery stages within the sector</li> <li>• Leadership of internal service, governance and decision-making requirements such as procurement, legal and democratic services workstreams Project budget/ financial management experience</li> <li>• Experience of negotiating commercial development agreements and contracts</li> <li>• Significant development and project management experience on a range of project types, from inception to delivery.</li> <li>• IT experience, including the use of Word, Excel, PowerPoint and project management software.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience of delivering development/regeneration/projects</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A built environment/construction sector related degree diploma or similar qualification in a relevant technical discipline such as architecture, civil/structural engineering, planning and surveying (planning and development or project management pathways only).</li> <li>• Experience in one or more of the following sector areas as a minimum: regeneration, commercial mixed use, education, culture, transport (including Network Rail assets), sport and leisure housing development, local authority/public sector delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal project management training in the built environment sector is desirable but not essential.</li> <li>• Membership of a relevant professional body (e.g. ARB, MIStructE, RICS, RTPI, ICE, RIBA or CIOB) preferred</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly with occasional need for evening work e.g. on stakeholder consultation meetings</li> <li>• Right to work in the UK</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principles and practice of equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of customer needs and the need for effective customer service/ care	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

Version: 1	Date Issued: February 2017	Review Date: February 2019
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