

Person Specification

JOB TITLE:	Programme Manager	POST NO:	014265
GRADE:	14	DEPARTMENT:	Place and Economy
HOURS		DIRECTOR:	Nick Carter
DIVISION:	Growth & Regeneration	COMPLETED BY:	Karen Lockwood
DATE:			

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> An in-depth knowledge of programme and project management best practice, including an understanding of risk management. An in-depth knowledge of commercial programme development and factors that impact viability. 	<ul style="list-style-type: none"> Knowledge of State Aid and Procurement regulations within Local Government
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to prepare coherent business cases that cover all aspects of multi-million-pound programmes or products, feasibility and future implementation. Adaptability to work within a diverse role, where requirements and activities are changeable. An ability to learn new skills and assimilate specialist or technical knowledge as needed. Ability to bring clarity and focus to issues that are undefined or ambiguous. Ability to communicate effectively in writing and verbally, adapting style to suit the audience (internal, external, executive, etc.) and being cogent of this involving complex and contentious information. Ability to take decisions and be decisive, within the confines set for the role. Possessing attention to detail, accuracy and thoroughness. Ability to provide detailed and comprehensive reports, research, with reasoned conclusion and arguments, taking into account that these conclusions may not be palatable to all 	<ul style="list-style-type: none"> Ability to read and interpret property plans

	<p>stakeholders, including senior politicians and Council officers.</p> <ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team, prioritising and organising workloads to meet varying, changeable or conflicting demands often within tight deadlines. • Ability to work effectively at a senior level whilst also understanding the sensitivities of the work area. • Ability to work effectively in both a commercial and political environment and to show political/commercial awareness and sensitivity. • Highly developed negotiating and influencing skills. 	
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrate two or more years' experience of successfully developing and delivering commercial (profit-seeking) programmes, in either a public sector or private sector environment. • Experience of managing complex, multi-faceted projects or programmes. • Experience of working in a fast-paced, changing environment. 	<ul style="list-style-type: none"> • Experience of working in Local Government
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree or equivalent level. • Formal project management training, preferably PRINCE 2, including risk management, programme management, and budget management. 	<ul style="list-style-type: none"> • Full driving license • Higher qualification in business management, commercial development or a related subject.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to travel both within and out of area, which may need overnight stays on occasion. • Able to work flexibly to meet the requirements of the post and needs of the service, including attendance of late or very early meetings. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I).	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I).	

[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.]