

**PERSON SPECIFICATION**

**POST TITLE: Project Manager (System Change)**

**Secondment Opportunity**

**KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Education, Qualifications and Training**

* Relevant degree or equivalent experience in a business support function
* Project management qualification or equivalent experience in project management and business change management
* Commitment to continual professional development

**Knowledge**

* Knowledge of project management methodologies including PRINCE2

**Experience and Skills**

* Experience of providing a business support function
* Experience of project management office support or contributing to the delivery of transformational change programmes, projects, initiatives or business process improvements
* Experience of working in a team providing a business support function or related environment
* Good collaboration skills and experience of working with internal and external stakeholders to support and deliver business needs
* Excellent communication skills – both written and oral – to be able to communicate clearly to various audiences
* Ability to prioritise own work and meet tight timescales
* Ability to be flexible and adaptable to changing situations at a required pace to meet business needs
* Ability to use Microsoft Office and other relevant software packages/applications related to the post

**Attributes/Competencies**

* Decision-making: Taking the right action, based on what we know, and being responsible for what happens
* Customer Orientation: Finding out what our customers need and expect, and matching it with our best service
* Forward Thinking: Anticipating customers’ needs, and the consequences of situations, taking appropriate actions, and being prepared for contingencies
* Planning: Using all available resources to deliver the best results, in the best way
* Communicating: Communicating in the nest way, so that people understand us
* Influencing: Getting other people to commit to doing something that we feel is right