**PROJECT MANAGER – HEBBURN CFS**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALITFICATIONS** | Degree level (or equivalent) in a relevant discipline or significant relevant experience or full membership of an accredited institute.  Excellent literacy and numeracy skills. | AF/I/C  AF/AC/I |
| **WORK EXPERIENCE** | Experience of:   * Working within an estates environment. * Managing and leading projects with responsibility for both people and process * Delivery of multi-faceted complex building projects * Programme, Project and Financial Management | AF/I  AF/AC/I  AF/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Ability to:   * Deliver project/programme management services * Prepare and produce comprehensive reports and documents * Critically analyse data and information including interpretation of plans * Demonstrate excellent interpersonal skills to enable liaison at all levels * Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets * Demonstrate effective problem solving skills * Demonstrate effective workload planning * Demonstrate well developed IT skills including the packages bespoke to estates management * Work on own initiative and as part of a team   Knowledge of:   * Statutory process and legislation associated with the function e.g. Building Regulations. * Project management techniques * Programme management principles   Demonstrate commitment to safe working principles and practices associated with Health and Safety  Demonstrate commitment to the principles of Diversity and Equality | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings.  Able to meet the transport requirements of the role which may involve travelling to various locations across the Service. | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates