**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/CAF/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/IAF/AC/IAF/IAF/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/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/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