

Person Specification

Project Manager

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential criteria

- A track record of successfully leading a portfolio of projects, ensuring delivery targets are met in line with agreed timescales
- Experience of successfully managing projects related to employment or skills
- Experience of managing budgets and controlling expenditure, ideally in a public funding environment.
- Experience of developing and managing information systems and processes to capture performance data
- Experience of establishing and maintaining effective working relationships between public, private and voluntary organisations
- Understanding of barriers to labour market participation and effective approaches to address them
- An understanding of the labour market in the North East of England
- Excellent organisational skills
- Experience of managing a small team
- Ability to manage own workload to planned timescales, amid conflicting demands.
- Excellent written, oral and presentation skills
- Understanding of the national policy context impacting on local government

Desirable

- An understanding of the vision and priorities of the North of Tyne Combined Authority
- Knowledge and understanding of Inclusive Growth principles and initiatives

Part B

In addition to seeking further evidence on the above criteria, the following will also be explored at the interview stage:

- Approach to establishing a project
- Approach to making informed commercial decisions
- Communication skills
- Approach to building and maintaining effective relationships with stakeholders
- Ability to analyse and present complex information to a range of audiences
- Ability to operate effectively in a politically-led organisation
- Approach to working as part of a team
- Approach to managing staff