

PERSON SPECIFICATION

Post Title: Project Manager

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educate to Degree level in a relevant area and 5 years work-related experience, -or equivalent level of knowledge gained from substantial demonstrable work related experience	Qualification in Project Management	Application/ Certificates
Knowledge & Experience	<p>Detailed understanding of and experience of working in the Public Sector on Business and Skills programmes</p> <p>Detailed knowledge and understanding of skills and employment policies including Education, Employment and Skills devolution proposals and agreements with Combined Authorities.</p> <p>A demonstrable track record in leading, implementing and managing ESIF projects with experience of compliance with EU and DWP governance procedures, procurement regulations and the Data Protection Act.</p> <p>Demonstrable experience of successfully managing projects, funding and performance in a provider, funding agency, strategic commissioner or similar organisation; establishing successful working relationships both internal and with external partners.</p> <p>Demonstrable experience of working and engaging with businesses to understand business needs.</p> <p>Demonstrable experience of leading and managing a team, both direct and indirect, that has provided results and the desired outputs.</p>	Experience of managing an ESF Skills project	Application & Interview

	<p>A successful record of planning, prioritising and producing work to a high standard.</p> <p>Experience of working sensitively in a political environment.</p>		
Skills	<p>An accomplished communicator at all levels, both formally and informally, within and outside the organisation.</p> <p>A high level of project management skill.</p> <p>Ability to think creatively and take initiative; solutions focused and results driven.</p> <p>Ability to lead and take ownership.</p> <p>Ability to analyse, assess and distil a clear message from complex information.</p> <p>High level of political awareness and sensitivity.</p> <p>High level ability to lead the development and implementation of a project; effectively managing performance monitoring and management systems/processes.</p> <p>Understanding of key government policies related to education, employment and skills.</p> <p>Ability to manage sensitive and confidential information and knowledge of data protection and data security where relevant.</p> <p>Knowledge and understanding of the education and training provider base in the Tees Valley.</p>		Application & Interview

Personal Attributes	<p>Strong commitment to the public service and business community.</p> <p>Committed to acting corporately and collaboratively.</p> <p>A high degree of integrity.</p> <p>Ability to use political judgement and sensitivity.</p> <p>A high drive for achievement.</p> <p>Gives attention to detail.</p> <p>High level of drive and motivation to achieve and a team player.</p>	<p>Application & Interview</p>
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