

PERSON SPECIFICATION

Post Title: **Project Performance Officer**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to Graduate level or an equivalent level of work-related experience.	A recognised professional qualification in a directly related area of work.	Application form
Experience and knowledge	<p>A sound knowledge and understanding of using management information systems dealing with numerical data.</p> <p>Fully I.T. literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p> <p>Experience of checking information and records to ensure accuracy and audit trails are in place</p> <p>Experience of representing the organisation in a professional manner, through a range of communications - orally and in writing, both in one-to-one situations and group meetings</p> <p>Experience in the administration of complex projects and programmes, setting up and operating record keeping systems</p>	<p>Experience of working within economic development.</p> <p>Experience of working with different sources of funding, including public sector (e.g. government and European)</p> <p>Experience and/or knowledge of the auditing process</p> <p>Experience of working in a multi-disciplinary and partnership environment.</p> <p>Experience of working with project applicants and funding bodies, e.g. government departments.</p> <p>Experience in the financial administration of complex projects and programmes.</p>	Application and interview
Skills	<p>Ability to work within and manage tight deadlines.</p> <p>Ability to manage sensitive and confidential information, and</p>		Application and Interview

	<p>knowledge of data protection and data security, where relevant.</p> <p>Ability to collate and analyse complex information, both quantitative and qualitative.</p> <p>Ability to work sensitively and build relationships with a range of partner organisations e.g. local authorities, government departments, private sector.</p> <p>Ability to challenge information or evidence provided by partners, to ensure accuracy and compliance with requirements of funders</p> <p>Ability to work independently and use initiative, but also work as part of a team.</p> <p>Ability to produce reports and provide information to internal and external partners</p>		
<p>Personal Attributes</p>	<p>Strong Self-motivation and a 'can do-attitude'.</p> <p>Highly organised and flexible to manage several ongoing tasks.</p> <p>Produces work to a high standard and motivates others to do likewise.</p> <p>Organised, adaptable and responsive to change.</p>		<p>Interview</p>