

PERSON SPECIFICATION

Post Title: Project Performance Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in a relevant subject area, or equivalent demonstrable knowledge gained through relevant work related experience.	A recognised professional qualification in a directly related area of work.	Application form
Experience and knowledge	<p>A sound knowledge, understanding and use of management information systems including financial excel spreadsheets and, in particular the use of various forms of public funding, grants recording systems</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p> <p>Experience recording, evidence keeping and submission of complex data, claims and financial information to meet requirements.</p> <p>Experience in setting up and operating programme management support systems.</p>	<p>Demonstrable experience of working with different funding streams including UK national and European (e.g. ERDF, ESF etc.)</p> <p>Experience of co-ordinating, monitoring and auditing of funding programmes in a multi-disciplinary partnership environment.</p> <p>Experience of working with project sponsors and funding partners, including Government Departments.</p>	Application and interview
Skills	<p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Proven competency to collate, interpret and communicate complex technical information to assist project manager in meeting contractual information to funding authority.</p> <p>Proven competency in the collation, summary and reporting of complex</p>	<p>Excellent communication skills with the ability to communicate orally and in writing with a range of people, particularly public and private organisations.</p> <p>Good formal presentation skills.</p> <p>Proven competency of report writing within a partnership context.</p>	Application and Interview

	<p>projects information to support targets and outputs.</p> <p>Proven ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p>		
<p>Personal Attributes</p>	<p>Attention to detail and ability to work diligently to ensure compliance in line with ESF guidelines</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>