Business Management Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience of supporting the delivery of projects, Project Boards and/or Senior Management Teams, (including effective meeting and project management support) through collaboration, innovation and use of improvement plans, tools and techniques (e.g., PIDs, implementation plans, risks and issues logs, trackers, and reports).
2. Excellent organisational skills and experience of maintaining management systems for programmes and projects, ensuring an auditable trail is available.
3. Excellent time management skills and the ability to work to challenging deadlines.
4. Ability to produce and deliver clear and effective communications, correspondence, reports and other outward facing documentation for programmes or projects both in writing and orally.
5. Experience of working in an environment where there are difficult or sensitive enquiries and issues.
6. Ability to develop and maintain effective working relationships with a wide range of people.
7. Experience of prioritising, decision making and evidence of working effectively both as part of a team and independently.

8. Experience of working with and interpreting system, financial or statistical data/information and making appropriate recommendations.
9. Well-developed ICT skills, including the use of Office 365 Applications.
10. Good customer relationship skills.

Desirable

1. Ability to control and be responsible for maintaining and updating a record of activity and outputs for the purpose of reporting to funding bodies. Including capturing, recording, and reporting on the impact of programmes or projects against funding and broader requirements.
2. Demonstrable commitment to Equality, Diversity, and inclusion (EDI) and ability to understand and implement effective EDI policies in programmes or projects.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?