



PERSON SPECIFICATION

JOB TITLE: Project Manager
GRADE: Grade 8
DIRECTORATE: Corporate Services
SERVICE: IT Service

CRITERIA:

Experience

Significant experience of managing IT projects and delivering outcomes defined in the business case. Consistently meets targets for time, cost and quality.	E	A,I
Evidence of working to quality assurance processes to ensure: <ul style="list-style-type: none">• Business requirements are robust and meet the Council's objectives and drivers,• Solution options are properly assessed and understood in terms of cost, risk and benefit• Solutions are designed, built and tested to high-quality.	E	A,I

Skills and Abilities

A broad range of knowledge in the types of technologies and systems used across the Council such as, but not limited to: <ul style="list-style-type: none">• The products used as collaboration solutions such as the Microsoft suite of tools• The components in the Council's core infrastructure platforms, such as the network, data storage, telephony systems, etc	E	A/I
Must have a passion for technology and for exploiting this to the advantage of the Council.	E	A,I
Displays excellent behaviours: supporting others to deliver outstanding performance ensuring behaviours are not compromised whilst striving to deliver.	E	A,I
Communicate confidently to both internal and external stakeholders. Strong communication skills with the ability to liaise, influence and negotiate effectively.	E	A,I

Education/Qualifications/Knowledge

<p>Excellent knowledge in the discipline of project management and industry accepted best practice:</p> <p>As a minimum this must include knowledge of the waterfall delivery model. A qualification in the associated standard, PRINCE 2, would be preferred. Alternatives such as certification through the Association for Project Managers (APM), British Computer Society (BSC), etc would be considered as comparable.</p>	E	A,I,C
<p>Knowledge in other IT disciplines would be highly advantageous, such as:</p> <ul style="list-style-type: none"> • Dynamic system development lifecycle using the interactive AGILE methodology • Management of Successful Programmes (MSP) • Service delivery and service management using the IT Infrastructure Library (ITIL) standards and process • Management of Portfolios (MoP) or Management of Risk (MoR) • Business analysis methodologies • Approaches and techniques for system testing 	D	A,I,C
<p>The post holder must have a broad and strong background working in the field of IT. They must have a range of knowledge in products and tools used to create and deliver technology solutions, such as networks and infrastructure, Microsoft products, development platforms, testing tools, coding languages, database development, web development, etc.</p>	E	A,I
<p>Any knowledge of systems used within local government would be particularly advantageous such as those used to provide operational services, e.g.:</p> <ul style="list-style-type: none"> • Digital customer channels, social care systems, education systems, finance / payroll / payments, document management, environment and planning services, revenues and benefits, etc • Systems used by external customers of the Council's IT department, such as those used by schools and leisure centres. 	D	A,I

Other Requirements

To be able to work 37 hours per week, flexibly within the agreed working hours of the Council and in accordance with the needs of the service.	E	A, I
To be able to travel as required within the borough in relation to the delivery of the service.	E	A,I
Ability to understand and demonstrate commitment to equality and diversity.	E	A,I
Committed to providing an excellent user experience and embedding customer focus into our culture	E	A,I
Committed to embedding customer feedback as a core aspect of product delivery.	E	A,I

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Methods of Assessment key

**A = application form, C = Certificate, E = Exercise, I = Interview,
P = presentation, T= Test, AC = assessment centre**