



Person Specification

Job Title: Project Manager		Post No:		Grade: HC8	
Directorate: Economy, Communities & Corporate		Division/Department: Museums, Archives and Libraries		Section/Location: Plough Lane	
All candidates will be considered on their ability to meet the requirements of the person specification		Essential criteria		Desirable criteria	
Experience		<ul style="list-style-type: none"> • Experience of managing change projects and budget management • Experience of working within programme environments • Strong understanding of Museum, Library and Archive services. • Strong understanding of the Council's & CCG's governance arrangements and decision making • Experience of using project management methodologies, principles and frameworks • Proven track record of using procurement systems to ensure best possible outcome. • Proven experience in managing internal and external stakeholders • Proven ability to deliver in a challenging environments • Excellent oral and written communication skills • Strong relationship building and 		Method of Assessment* (AF – Application Form; I – Interview) AF / I	

	interpersonal skills		
<p>Skills and Abilities Including personal attributes</p>	<ul style="list-style-type: none"> • Professional and positive approach • Diligent with attention to detail • Ability to work and cope well under pressure • Proven ability to collaborate well with colleagues and stakeholders • Dynamic and vigorous • Self-motivated & self-sufficient • Effective communicator at all levels both verbally and in written form • Team player, and able to work on own initiative • Assertive, adaptable, and creative approach to problem solving • Ability to take a vision and concept and drive through to delivery • A can do attitude and willingness to go the extra mile when required. 		AF / I

Qualifications and Training including professional qualifications	Prince 2 (foundation) Good educational standard		AF
Other Factors	Ability to travel within and outside of the County Willingness to work outside office hours when required		I