

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Project Manager – Moray Growth Deal (MGD)	Grade:	SCP 30
Division/Section:		Date:	August 2020
Prepared by:	David Patterson		
Designation:	Principal		
Reviewed by:	Clare Alexander		
Designation:	Human Resources Manager		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Excellent knowledge of Project Management methodologies	Interview
	Extensive IT skills with experience of using project applications	Application form/Interview
	Ability to identify, manage and deliver against stakeholder requirements	Application form/Interview
	Demonstrable skill in project communication at all levels	Interview
	Report writing and presentation skills	Application form/Interview
	Desirable	

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Educated to degree level or equivalent	Application form
	Experience in a project-based environment.	Application form
	Delivery of project implementation e.g. either systems projects; development projects; business development; business transformation projects	Application form/Interview
	Management of a wide range of stakeholders	Application form/Interview
	Management of third party suppliers	Application form/Interview
	Development of documentation and delivering against all elements of a project lifecycle	Application form/Interview
	Appreciation of Further/Higher Education Environment	Interview
	Analysis of qualitative and quantitative data	Interview
	Desirable	
	Project Management training	Application form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	Highly organised	Application form/Interview
	Works well under pressure	Interview
	Willingness to take direction	Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential	

	<p>Ability to foster strategic relations both internal and external</p> <p>Experience communicating with a wide range of project stakeholders.</p> <p>Excellent communication and negotiation skills</p> <p>Tact and diplomacy with internal and external communities including high level contacts</p> <p>Skill in establishing and maintaining cooperative working relationships, establishing rapport and gaining the trust of others at all levels</p>	<p>Application form/Interview</p> <p>Application form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	<p>Essential</p> <p>Observe confidentiality.</p> <p>A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required.</p>	<p>Application form/Interview</p> <p>Application form/Interview</p>
	Desirable	