**Person Specification**

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**JOB TITLE :** Building Exeter Project Manager

**GRADE :** Grade 8

**POST NO :** 4220

**SERVICE :** Chief Executive

**UNIT :** Growth & Enterprise

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|  | **CRITERIA** | **ESSENTIAL/ DESIRABLE (E/D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS &**  **KNOWLEDGE** | Educated to degree level in a relevant subject or a minimum of 5 years senior experience in a similar or related role  Recognised project management qualification and on the job experience  Knowledge and understanding of the construction sector, career and training routes, challenges and opportunities  Knowledge and understanding of the education and training provision sector  Working knowledge of local authority planning and procurement, particularly with reference to the adoption of the ‘Client Based Approach’ | E  E  E  D  D | A, C  A, C, I  A, T, I, R  A, T, I, R  A, C, T, I |
| **EXPERIENCE &**  **SKILLS** | Excellent problem solving skills  Good level of IT literacy including:   * database management and data interpretation * MS Office packages * Website maintenance   Excellent oral, interpersonal and written communication skills, with the ability to communicate effectively and persuasively with a wide range of people at different levels and organsations  Excellent accuracy and attention to detail  Proven experience of securing sponsorship and income from a range of sources  Experience of developing marketing / communications plans and ensuring their implementation | E  E  E  E  E  D | A, T, I, R  A, T, I  A, T, I  A, T, I  A, T, I, R  A, T, I, R |
| **SPECIAL REQUIREMENTS & ATTITUDE** | Ability to write reports, ensuring accuracy and attention to detail  Ability to work as part of a team, as well as independently. Self motivated  Ability to interpret data and information to develop projects, share intelligence and spot opportunities to solve local challenges  Ability to switch between tasks and prioritise workload  Diplomacy and politically aware  Co-ordination of a partnership containing a wide range of partners and stakeholders | E  E  E  E  E  E | A, T, I  A, I, R  A, T, I  A, I, R  A, I, R  A, I, R |
| **OTHER** | Flexible and ‘can do’ attitude and approach to work  Ability to think on ‘one’s feet’ remaining calm under pressure  Full UK driving licence  Awareness of the political landscape, including the Heart of the South West Local Enterprise Partnership, and relevant strategies, plans and initiatives. | E  E  E  D | A, I, R  A, I, R  A, C  A, T, I, R |

**COMPLETED BY: Skills Officer**

**DATE:** July 2018

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference