**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 roleRecognised project management qualification and on the job experienceKnowledge and understanding of the construction sector, career and training routes, challenges and opportunitiesKnowledge and understanding of the education and training provision sectorWorking knowledge of local authority planning and procurement, particularly with reference to the adoption of the ‘Client Based Approach’ | EEEDD | A, CA, C, IA, T, I, RA, T, I, RA, C, T, I |
| **EXPERIENCE &****SKILLS** | Excellent problem solving skillsGood 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 organsationsExcellent accuracy and attention to detailProven experience of securing sponsorship and income from a range of sourcesExperience of developing marketing / communications plans and ensuring their implementation | EEEEED | A, T, I, RA, T, IA, T, IA, T, IA, T, I, RA, T, I, R |
| **SPECIAL REQUIREMENTS & ATTITUDE** | Ability to write reports, ensuring accuracy and attention to detailAbility to work as part of a team, as well as independently. Self motivatedAbility to interpret data and information to develop projects, share intelligence and spot opportunities to solve local challengesAbility to switch between tasks and prioritise workloadDiplomacy and politically awareCo-ordination of a partnership containing a wide range of partners and stakeholders | EEEEEE | A, T, IA, I, RA, T, IA, I, RA, I, RA, I, R |
| **OTHER** | Flexible and ‘can do’ attitude and approach to workAbility to think on ‘one’s feet’ remaining calm under pressure Full UK driving licenceAwareness of the political landscape, including the Heart of the South West Local Enterprise Partnership, and relevant strategies, plans and initiatives. | EEED | A, I, RA, I, RA, CA, T, I, R |

**COMPLETED BY: Skills Officer**

**DATE:** July 2018

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