

## Person Specification

**Post: Principal Project Manager**

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree level qualification / diploma or equivalent management experience</li> <li>• Estates related qualification or equivalent experience</li> <li>• Evidence of continuous professional development</li> <li>• Ongoing development at Senior Management level</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management qualification</li> <li>• Highly IT literate with qualification in AutoCad, MS Project or comparable software</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificate(s)</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant previous experience at Senior Management level.</li> <li>• Previous experience and knowledge of Estates and Facilities Management</li> <li>• Significant previous experience of managing strategic change and programme management</li> <li>• Experience of managing diverse supply chain</li> <li>• Experience of managing a design and tender process</li> <li>• Experience and skilled at planning and organising meeting and events with a wide range of stakeholders including patients, staff and external bodies</li> <li>• Previous experience of financial management including managing budgets for large scale programmes</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Recent significant experience of managing capital projects</li> <li>• Experience of working with a wide variety of stakeholders</li> <li>• Current knowledge of relevant design and project management guidance</li> <li>• Able to plan and organise own workload</li> <li>• Ability to work flexibly, to support learners at all times including weekends and nights where appropriate</li> <li>• Demonstrate a working knowledge of working within public sector capital environment (e.g. with SFI's)</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Well organised with good record keeping skills</li> <li>• Able to read and understand architectural / engineering plans</li> <li>• Able to demonstrate good knowledge of CAD software and ability to view understand and make minor alterations.</li> <li>• Ability to communicate and influence staff from all levels and from different professional groups, including negotiation and conflict management</li> <li>• Computer literate</li> <li>• Evidence of using project control methods and documentation</li> <li>• Flexible and adaptable</li> <li>• Should be confident in communicating with people at all levels and be able to listen to opinions of others</li> <li>• Ability to remain calm and diplomatic in sometimes challenging meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Able to function with a high degree of personal accountability and autonomy</li> <li>• Evidence of using project control methods and documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Caring and compassionate with a patient considered approach</li> <li>• Excellent team player Able to meet the safe moving and handling requirements of the post with any aids or adaptations</li> </ul>		
<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs</li> <li>• Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</li> <li>• Appointments to regulated and controlled activities require an enhanced DBS disclosure.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>