

**Person Specification**

**Post: Principal Project Manager**

<b>Attribute</b>	<b>Essential</b> The qualities without which a post holder could not be appointed	<b>Desirable</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed</b> 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>

<p><b>Knowledge</b></p>	<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>
<p><b>Skills and Abilities</b></p>	<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>• Application Form</li> <li>• Interview</li> </ul>