

we are aspire



| Person Specification: IT Project Manager | | | |
|--|---|--------------------------------------|-------------|
| | Requirement | Essential (E) or Desirable (D) | Assessed by |
| Qualifications or training | • Project Management Qualification / Training (Prince 2 or equivalent) | E | A |
| | • Influencing Skills / Communication Skills Training | D | A |
| Experience | • Experience of leading IT implementation and change projects | E | A / I |
| | • Demonstrable experience of project or programme management | E | A / I |
| | • Experience of working with a number of different teams and stakeholders | E | A / I |
| | • Demonstrable experience of working to tight deadlines and co-ordinating a number of different streams of work at the same time. | E | A / I |
| | • Experience of communicating scope, progress and direction of projects both verbally and in writing to senior leadership teams. | E | A/I |
| | • Experience of working with IT and technology providers | E | A/I |

Person Specification Candidate Template – Project Manager - Orchard

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| Person Specification: IT Project Manager | | | |
|--|---|---|-------|
| Knowledge ,Skills and Abilities | <ul style="list-style-type: none"> Proven ability to communicate well with various different stakeholders and colleagues both internally and outside the organisation. | E | A / I |
| | <ul style="list-style-type: none"> Ability to write clear and concise reports and records. | E | A / I |
| | <ul style="list-style-type: none"> A creative team player who will drive collaborative working across all areas of the programme | E | A / I |
| | <ul style="list-style-type: none"> Ability to work under pressure and to tight timescales. | E | A/I |
| | <ul style="list-style-type: none"> Able to prioritise effectively and co-ordinate a varied workload, with the ability to manage multiple tasks simultaneously with minimal supervision | E | A/I |
| | <ul style="list-style-type: none"> Excellent organisation and efficiency, with a keen eye for detail | E | A/I |
| | <ul style="list-style-type: none"> Ability to use initiative and learn new systems and processes quickly, working creatively to find effective solutions to project issues | E | A/I |
| Other | <ul style="list-style-type: none"> Self-motivated and driven to ensure the project moves at pace and succeeds. | E | A / I |
| | <ul style="list-style-type: none"> Ability to be flexible in approach to hours worked and to attend evening meetings when required. | E | A/I |
| | <ul style="list-style-type: none"> Commitment to the social aims and values of the organisation. | E | A / I |
| | <ul style="list-style-type: none"> Maintain the highest standards of conduct and integrity. | E | A / I |

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| | | | | Assessment Methods Key |
| | | | | Application (A) |
| | | | | Interview (I) |
| | | | | Test (T) |
| | | | | Presentation (P) |
| | | | | Certificates (C) |