

EMPLOYEE SPECIFICATION

Directorate: Development & Housing		Section: City Growth & Regeneration
Post No: DECR01005	Designation: Principal Project Manager	Grade: 13 SCP 38-39

Qualification:

- E Relevant degree, diploma or recognised project management qualification
- D Relevant professional qualification (eg Project Management, RTPI, RICS, RIBA) or equivalent experience

Knowledge/Skills/Abilities:

Knowledge:

- E Knowledge of managing and coordinating the effective delivery of development and regeneration projects and/or programmes
- E Understanding of operating project management models/tools (such as Prince 2)
- E High level of financial literacy with evidence of working with financial systems
- E Knowledge of development project business cases
- E Knowledge and understanding of project appraisal, compliance, monitoring and evaluation processes
- D Knowledge of procurement in a public sector environment

Abilities:

- E Ability to develop and maintain strategic relationships with key partners, external agencies and organisations
- E Ability to develop and apply creative solutions within a structured framework
- E Ability to produce consistently accurate work
- E Ability to achieve appropriate quality standards for the division

Skills:

- E Good organisational skills with an ability to work to timescales, set targets and work under pressure to achieve them
- E Good interpersonal relationship skills to collaborate with partners, stakeholders and staff
- E Excellent communication skills

Experience:

- E** Experience of successfully working on development projects and/or programmes
- E** Experience of working with project management processes
- E** Experience of preparing funding bids and project investment cases
- E** Experience of project management methodologies
- E** Experience of working within and delivering projects to an Assurance Governance Framework
- D** Experience of financial planning and management
- D** Experience of leading projects

Special Requirement:

- E** To attend meetings as appropriate outside normal working hours

NB E Essential
D Desirable

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