



PROJECT MANAGER

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Qualified to minimum Level 4 in subject relevant to the role, or significant experience in a similar role.	Project Management qualification (e.g. PRINCE2)	AF, C
EXPERIENCE	<p>Minimum 3 years' experience and demonstrable track record of managing multiple contracts and projects e.g. with multiple sub-contractors</p> <p>Using IT systems to support the delivery and monitoring of work</p> <p>Minimum 3 years' experience of developing relationships and working collaboratively with a range of partners</p> <p>Collation and presentation of project monitoring, activity and performance reports</p>	Experience of working in the Voluntary and Community Sector (VCS)	AF, I, R
SPECIAL KNOWLEDGE	<p>Understanding of contract delivery issues relating to the not-for-profit sector</p> <p>Understanding of commissioning processes within public bodies</p>	<p>Understanding of NHS Integrated Care Systems</p> <p>Understanding of Health Inequalities across Bradford District and Craven</p> <p>Understanding of the interface between the Private, Public and Voluntary Sectors</p>	AF, I, R
DISPOSITION/ ATTITUDE	<p>Ability to respect and keep confidential information and maintain confidentiality</p> <p>Ability to prioritise own workload, and that of staff</p>		AF, I, R

	<p>reports, and to work to tight deadlines</p> <p>Ability to challenge with a solution-focussed approach</p> <p>Ability to work as part of a team, and a willingness to collaborate where appropriate</p>		
EQUALITY	<p>Commitment and practical experience in applying anti-discriminatory practice promoting equality, diversity and inclusion good practice</p>		I, R
PRACTICAL/ INTELLECTUAL SKILLS	<p>Effective verbal and written communications skills in a variety of settings and formats</p> <p>A practical approach to problem solving</p> <p>Ability to work effectively with a range of stakeholders from grassroots VCS organisations to Commissioners</p> <p>IT skills (Microsoft Office)</p>		AF, I, R
PERSONAL CIRCUMSTANCES	<p>Eligible to work in the United Kingdom in accordance with the Asylum and Immigration Act 1996</p> <p>Ability and willingness to travel across Bradford District and Craven</p> <p>Ability to work flexible hours as required by the nature of the role</p>		I, D

KEY

AF = Application Form

I = Interview

C = Certificates

R = References

D = Legal documents