

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Job Title: Project Manager

Factors	Essential Criteria
Qualifications and Experience	<p>Qualification in project management plus 2 years' recent, relevant experience in capital development</p> <p style="text-align: center;">or</p> <p>A good standard of general education (Minimum 5 GCSE's or equivalent to include English and Mathematics) and 5 years of recent project management experience of a similar scale and complexity.</p> <p><i>Experience in construction based projects is highly desirable.</i></p>
Skills and Aptitude	<ul style="list-style-type: none"> • Proven ability to analyse problems with consideration of consequences of proposed actions. • Ability to organise workload to achieve set objectives with conflicting demands and priorities and monitor progress. • Strong communication skills, with the ability to articulate clearly and engage with a wide range of individuals. • Accuracy and attention to detail and the ability to communicate clearly by producing detailed written reports. • Tact, diplomacy and negotiation skills and the ability to establish and maintain effective working relationships. • Willingness to identify opportunities, think creatively, focus on results and maintain a positive outlook.
Knowledge and Understanding	<ul style="list-style-type: none"> • Application and interpretation of regulatory codes and legislative requirements.

Special Circumstances	<ul style="list-style-type: none"> • Working hours are usually Monday to Friday but flexibility is essential and evening and weekend work may be required. • The job requires travel within the local area and occasionally beyond, necessitating the post holder to possess a driving licence and access to a car. • This post is subject to a basic criminal record disclosure check. This will be applied for through AccessNI.
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