



PROJECT MANAGER

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Qualified to minimum Level 4 in subject relevant to the role	AF, C	Project Management qualification (e.g. PRINCE2)	AF, C
EXPERIENCE	<p>Minimum 3 years' experience of managing multiple contracts (e.g. with multiple sub-contractors)</p> <p>Experience of using electronic systems to support delivery and monitoring of work</p> <p>Minimum 3 years' experience of developing relationships and working collaboratively with a range of partners</p> <p>Experience of writing project monitoring, activity and performance reports</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>	Experience of working in the Voluntary and Community Sector (VCS)	AF
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>AF, I, R</p> <p>I, R</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>	<p>I, R</p> <p>AF, I, R</p> <p>I, R</p>

DISPOSITION/ ATTITUDE	<p>Ability to respect and keep confidential information and maintain confidentiality</p> <p>Ability to prioritise workload</p> <p>Ability to work to tight deadlines and meet them</p> <p>Ability to produce work that is clear and coherent</p> <p>Ability to challenge in an enquiring manner</p> <p>Ability to work as part of a team and willingness to collaborate where appropriate</p>	<p>AF, I, R</p> <p>I, R</p> <p>I, R</p> <p>AF, R</p> <p>I</p> <p>AF, I, R</p>		
EQUALITY	<p>Commitment and practical experience in applying anti-discriminatory practice promoting equality, diversity and inclusion good practice</p>	<p>I, R</p>		
PRACTICAL/ INTELLECTUAL SKILLS	<p>Report writing skills</p> <p>Effective verbal communications skills</p> <p>Practical approach to problem solving</p> <p>I.T. skills (Microsoft Office)</p> <p>Inquisitive approach to developing processes</p> <p>Ability to work effectively with a range of stakeholders from grassroots VCS</p>	<p>AF, R</p> <p>I, R</p> <p>I, R</p> <p>AF</p> <p>I</p> <p>AF, I</p>		

	organisations to Commissioners			
PERSONAL CIRCUMSTANCES	Eligible to work in the United Kingdom in accordance with the Asylum and Immigration Act 1996	AF, D		
	Ability and willingness to travel across Bradford District and Craven	AF		
	Ability to work flexible hours as required by the nature of the role	AF		

KEY

AF = Application Form

I = Interview

C = Certificates

R = References

D = Legal documents