

Person Specification

Post of: North West Relief Road Project Executive Manager

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D - Documents

Qualifications and training	How Assessed - D, I
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Essential:

- A relevant Post Graduate qualification or equivalent experience and knowledge
- Certified Professional Project Manager or relevant experience
- Contract Management qualification

Desirable:

- Formal training and/or qualifications in project management, budgetary control and contract management such as NEC 3

Experience and knowledge	How Assessed - D, I
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Essential:

- Extensive demonstrative contemporary experience of working within a Major Project at senior level in a leadership role
- Extensive experience of providing advice and recommendations to Senior Management Board & Senior Members
- Extensive demonstrable experience of managing major, complex, contentious and high profile projects, programmes or works
- Extensive experience of engaging and negotiating with senior management from across this organisation and those of the stakeholders
- Extensive experience in budget management – and a strong understanding of financial payment processes
- Experience of nurturing Service, Service Provider and stakeholder performance relationships.
- Experience of developing and implementing service redesign
- Proven experience of developing and implementing policies, processes and standards
- Experience of service alliance management and performance management.
- Experience in working across traditional service boundaries to achieve outcomes that improve the service

- Experience of managing multiple large scale contracts/projects with different contractors and requirements simultaneously

Desirable:

Knowledge of internal operational procedures
Asset management methodology

Specialist skills and abilities	How Assessed - D, I
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Essential:

- Ability to run a Major Project which has conflicting and contentious obligations
- Significant experience of working in a political environment whilst maintaining political neutrality and personal integrity.
- Significant experience of successful identification, application and management external bid applications
- Able to analyse data effectively to develop long term commercial projects
- Ability to assess the implications of complex changes in legislation, funding, process (both national and local) and strategic direction
- Ability to work through external companies and internal teams to develop project outcomes where you do not have direct authority and securing required outcome
- Ability to manage a large scale, Multi-million pound, multi-agency project including budget management of both internal and external funding some of which with spend constraints
- Extensive working knowledge of formal partnering arrangements and performance management frameworks
- Ability to effectively manage and work successfully within the cross regional methodological approach i.e. LEP and the subsequent bidding, processes, projects and contract requirements

Desirable:

Personal skills and attributes	How Assessed - D, I
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Essential:

- Takes a team/cross functional approach to delivering outcomes and overcoming problems.
- Builds and maintains effective networks and partnerships, recognising and supporting individual roles and strengths
- Takes a team/cross functional approach to delivering outcomes and overcoming problems.
- Creative problem solving, which demonstrates sound business judgement.
- Using a variety of communication styles to deliver clear messages
- Effective influencing skills, resulting in acceptance, agreement or behaviour change in a variety of audiences.
- Personal commitment to customer service and ability to foster a customer service ethos amongst colleagues.

- Ability to provide feedback sensitively and constructively to improve performance outcomes.

Desirable:

Ability to understand and react to different cultural and process approaches from internal and external companies and teams

Decision making, impact and innovation	How Assessed - D, I
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Essential:

- Team player who supports others and leads executives and peers through logical reasoning and relationship development
- Ability to make major and significant decisions when needed
- The post holder will be required to liaise with DfT, MP's, Leaders of the Council, CEO's and Executive officers from a wide range of public and private bodies.
- Will be required to lead on major pieces of work and make decisions to ensure the strategic approach of the council is achieved
- Persuade and negotiate at a high level
- Focuses on outcomes and thinks through the results of decisions
- Sets and implements high standards of customer care, delivering high quality and cost-effective services to internal and external customers

Desirable:

Special working conditions	How Assessed - D, I
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Essential:

- Suitable travel arrangements for national and regional requirements
- Be available evenings and weekends for meetings/events

Desirable: