



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Technical Project Manager

Department/Division: ARD Systems, Academic Registrar's Division
Accountable to: Programme Manager, ARD Systems

Competency	Evidence	E/D
Knowledge and Experience	• Extensive experience of Programme and Project Management for enterprise wide platforms. • Extensive experience in working across organisational boundaries, and leading and directing technical project teams. • Experience in Higher Education or similar solutions delivery. • Experience of the Agile methodology. • Experience of delivering Salesforce or SITS projects. • User of project planning tools such as Microsoft Project. • Formal project or programme management qualifications.	E E E E D D D
Teamwork	• Ability to provide Project Management leadership and direction to the project team, demonstrating an ability to motivate with a clear vision of what is to be achieved. • Excellent interpersonal skills. • Ability to encourage and actively promote team values, application of project methodologies and acceptance of agreed standards	E E E
Problem Solving and Initiative	• Experience in challenging the status quo and proactively identifying and solving problems, including proactively gaining an understanding of issues beyond project boundaries influencing the project environment. • Experience in influencing senior staff members and an ability to facilitate critical decision making in order to negotiate optimal project outcomes. • Ability to work autonomously, determine workload and priorities and ensure a focus on project objectives. • Experience in evaluating risk, assumptions, issues and dependencies to appraise options and	E E E



	make strategic decisions on programme and project delivery.	E
Liaison and Networking	- Expertise in leading, working with and supporting people in a complex change environment, building productive and lasting internal and external working relationships and networks. - Expertise in leading internal groups with fluid, cross-School membership to obtain optimal project related work package outcomes.	E E
Planning and Organising	- A highly flexible and adaptable approach to work, with the ability to deal with high degrees of complexity, ambiguity and changes of business focus. - Strategic planner and thinker, with advanced organisational skills including: - Planning and resourcing - Project budgeting - Progress reporting - Managing issues and conflicts - Running meetings with stakeholders with varying skills and communication styles	E E
Communication	- Excellent facilitation skills, able to lead workshops involving all forms of stakeholders to achieve agreed outcomes. - Expertise in writing complex project documentation, including highlight reports, project briefs, financial reports, business cases and stage gate reports. - Excellent oral and written communications. - Expertise in interpreting and explaining/presenting complex information to a variety of non-technical audiences.	E E E E
Teaching, Training and Service Deliver	- Expertise in defining service levels, communicating programme and project progress, and escalating issues appropriately both internally and with suppliers to ensure service standards. - Expertise in responding quickly to developing situations and remaining calm under pressure. - Ability to pass on knowledge to others, both in one-to-one and formal training environments. - A willingness to undertake further training and to learn and adopt new procedures as and when required.	E E E E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.