

PERSON SPECIFICATION

POST: Project Management Lead

SERVICE: Head Office

	Essential Criteria	Desirable Criteria
Education & Qualifications	SVQ Level 4 / HND in relevant principle	
Experience	<p>Experience of project management and delivery across a range of projects</p> <p>Experience of leadership and team working capabilities as well as experience of working autonomously, using own initiative</p> <p>Experience of building key working relationships both internally and externally</p>	Experience in providing concise evidence-based information for review and consideration
Skills & Knowledge	<p>Ability to make decisions independently within a defined area of responsibility, and to know when to escalate an issue</p> <p>Ability to collate, visualise and analyse statistical information in detail. Interpret results, identify trends, draw logical conclusions and find solutions to various issues or make decisions based on the information</p> <p>Ability to take a logical and analytical approach to solving problems and resolving issues</p> <p>Ability to operate smoothly and efficiently within a team but also to lead, encourage and motivate other team members</p> <p>Ability to plan, organise and prioritise tasks and projects and to provide clear advice and direction even when faced with competing demands and short deadlines. Take account of the equally demanding workloads of others who require to be involved all levels</p> <p>Ability to use internal systems, database, internet and intranet to effectively obtain information as necessary</p> <p>Advanced PC skills in the following software packages:</p> <ul style="list-style-type: none"> • Microsoft Word – preparation of a range of documentation in a 	Ability to exercise sound judgement on how to reconcile the competing demands of internal sensitivities, conflicting views and tight timescales

	<p>professional format</p> <ul style="list-style-type: none"> • Microsoft Excel – preparation and design of statistical/financial reports using formulae, graphs, charts and pivot tables • Microsoft PowerPoint – preparing / editing presentations • Microsoft Outlook – manage electronic mail and diaries 	
Communication & Culture Approach	<p>Ability to communicate confidently, clearly and concisely both orally and in writing including chairing meetings, emails appropriate challenge, preparing reports, presentations and delivering training/awareness sessions.</p> <p>Ability to interact with others effectively, provide a professional view but with a willingness to compromise and listen to the views of others</p>	
Other Requirements	<p>Ability to demonstrate a shared commitment to TPS vision, mission and values</p> <p>Operate on a day to day basis with a high level of autonomy whilst exercising discretion and judgement in progressing the workload associated with the post and acting on behalf of the Executive Team as required.</p> <p>Have a positive, personable and reassuring approach that engages and connects with people</p> <p>Flexibility in carrying out any other duties that may be required by the organisation. Some travel to other sites/locations is required</p>	