

PERSON SPECIFICATION – Project Manager

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. Please pay particular attention to those criteria below which are indicated as being assessed via the application form. 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

Attributes	Essential	Desirable	Method of Assessment
Qualifications (or equivalent skills)	Degree or equivalent level of appropriate knowledge gained through a combination of relevant experience and on or off the job training. Willingness to undertake further job related training. IT skills in Microsoft Office, Word and Excel sufficient to manipulate complex data and produce reports.	Management qualification Other relevant post qualifying training courses including Prince 2 Experience of managing a European funded project European Computer Driving License	Application form, Interview and documents.
Work experience and vocational training	Experience of working with public and private sector organisations. Experience of partnership working. Management experience	Experience in economic development, business or business liaison. Experience of working within a relevant field in local government. Experience of successfully managing projects.	Application form and Interview
Job-related personal skills	An understanding of rural economic issues. An understanding of the Environmental Technologies sector.	Experience of coordinating business networks. Prince II qualification	Application Form and Interview

	<p>Project and programme management skills</p> <p>Experience of managing budgets and dealing with financial information</p> <p>Good interpersonal skills and an ability to actively listen.</p> <p>Ability to work flexibly and to tight deadlines.</p> <p>Ability to prioritise between competing demands</p> <p>Commitment to equality of opportunity in employment and service delivery.</p>		
<p>Special Working Conditions</p>	<p>The post holder must have access to suitable means of transport as required for official duties and must maintain a full current driving licence. Alternative arrangements will be discussed at interview for disabled candidates.</p> <p>Willingness to work outside standard office hours for events and evening meetings</p>		<p>Current driving licence</p>