

PERSON SPECIFICATION

Job Title	Project Development Manager – Manydown Infrastructure	Job Number	
Directorate	Regeneration	Location	Hybrid (Civic Campus and Home Working) with travel required
Completed By	Programme Director Manydown & Chief Operating Officer MGC LLP	Date	January 2024

Criteria (insert/delete rows as required)	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
Programme and Project Management qualification (eg. Prince II/ APM) or equivalent evidenced experience.	✓		Certificate
Membership of an appropriate professional body such as RICS, RTPI, CIOH, or evidence of continued professional development.		✓	Certificate
Work Experience & Attainments Previous work experience relevant to the job			
• Experience in civil infrastructure (ecology, transport, energy and utilities) programme and project management/project delivery	✓		Application / Interview
• Experience of working with specialist consultants to deliver technical appraisal and assesments	✓		Application / Interview
• Experience of partnership working across multiple disciplines and sectors	✓		Application / Interview
• Experience in producing successful business cases and / or funding bids	✓		Application / Interview
• Experience of dealing with customers, external stakeholders and consultant teams	✓		Application / Interview
• Experience in identifying and developing benefit realisation targets		✓	Application / Interview
• Experience in monitoring performance metrics and providing reports and data to enable detailed evaluation	✓		Application / Interview
Skills and Competencies			
• Sound knowledge of programme and project management principles, processes and methodologies	✓		Application / Interview

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Understanding of the principal issues surrounding the planning & delivery of major residential and infrastructure projects 		✓	Application / Interview
<ul style="list-style-type: none"> Ablity to work with project partners and present programme management information 	✓		Application / Interview
<ul style="list-style-type: none"> Ability to work independently and manage own day-to-day workload 	✓		Application / Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Proficient in Microsoft Office suite including Word, Excel, PowerPoint 	✓		Application / Interview
<ul style="list-style-type: none"> Understanding of project management software including Microsoft Project, Verto 	✓		Application / Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> The post holder will be based at the Civic Offices but may be required to attend meetings and activities at off-site locations sometime in evenings 	✓		

Competency levels – all essential
(please delete as necessary, so that only the level appropriate to the role is shown)

Collaborative Working

- Works collaboratively with other business units and partners/stakeholders **(level 2)**

Managing and Developing Others

- No experience of managing and developing others or not relevant to the role **(level 1)**

Customer Focus

- Uses feedback to identify and implement ways of enhancing customer service **(level 3)**

Communication

- Presents information clearly, concisely, objectively and accurately **(level 2)**

Innovation and Creativity

- Seeks alternative and different ways towards achieving goals **(level 3)**

Planning and Organising

- Anticipates potential difficulties in managing workload and identifies solutions **(level 3)**

Political Effectiveness

- Is aware of the needs of all relevant partners/stakeholders and how this impacts on their role **(level 2)**

Leadership

- Keeps others informed of all changes and decisions which affect their work area **(level 2)**

Analytical Thinking and Decision Making

- Has the confidence to take decisions appropriate to own level of responsibility and authority **(level 2)**

Personal Effectiveness and Development

- Displays assertiveness, but within accepted boundaries, being firm but fair, for the benefit of the organisation **(level 2)**

Dealing with Change

- Supports others in adapting to change, identifying the benefits **(level 2)**

Strategic Delivery

- Monitors and evaluates progress towards achieving corporate objectives and priorities **(level 2)**