

**BOROUGH COUNCIL OF WELLINGBOROUGH
PERSON SPECIFICATION
PROJECT MANAGER (PROPERTY)**

CRITERIA Justifiable as necessary for effective performance in the post.	ESSENTIAL A clear definition of the necessary criteria.	ADDITIONAL/USEFUL Where available, elements that contributes to improved/immediate performance in the job.
QUALIFICATIONS	<p>Educated to degree level or equivalent (or equivalent experience) with evidence of continuing professional development in property, surveying or a similar discipline.</p> <p>Project Management (or equivalent experience) qualifications such as PRINCE 2.</p>	Membership of the Royal Institution of Chartered Surveyors.
KNOWLEDGE	Demonstrable knowledge of Project management systems and software.	
EXPERIENCE	<p>Demonstrable experience of project management and delivering property and or/regeneration related projects.</p> <p>Proven experience of producing specification, commissioning specialist services, supervising, inspecting, approving, work and projects.</p> <p>Demonstrable experience of successfully leading a multi-disciplinary project/team.</p>	Experience of working within the Public Sector and with external partners.
ICT SKILLS	<p>Competent user of Microsoft Office applications in the workplace.</p> <p>Knowledge and user experience of GIS and/or AutoCAD systems.</p>	

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INTERPERSONAL AND COMMUNICATION SKILLS	Demonstrable ability to write clear, concise and accurate reports, letters and emails appropriate to the audience. Ability and willingness to present reports to Committees. Evidence of ability to communicate effectively face to face with a wide range of people at all levels.	
PERSONAL ATTRIBUTES	Proven ability to work to tight deadlines and manage own workload. Evidence of good negotiation and advocacy skills. Proven ability to work as part of a team and on own initiative. Evidence of flexible attitude and willingness to embrace changes in working practice to improve efficiency.	
ADDITIONAL REQUIREMENTS	Ability and willingness to travel within the Borough.	

Reviewed: December 2019