

**PERSON SPECIFICATION – IT Project Manager**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Prince 2 / or PMP certified	CCNA
	Educated to a degree level and Azure fundamentals accredited.	ITIL V3 or V4 Foundation Certified.
<b>Expertise/ Knowledge</b>	A detailed understanding of agile mythologies and full project life cycle.	
	Minimum of 5 years’ recent experience of delivering IT projects	Experience of delivery within the education section.
	Experience of large-scale IT systems, software, and vendor coordination	
	Strong experience managing stakeholders and influencing project delivery in the right way.	
	Knowledge and experience of Visio, MS Office suite (word, excel, project etc).	
	Strong problem-solving experience with proven skills that are demonstrable in bringing projects back on track and delivering remedial actions at pace to ensure delivery.	
	Have experience of working in / or leading a PMO function.	
	Experience of managing direct reports and their performance	
<b>Skills/ Competencies</b>	Excellent communication skills, works effectively within a team, able to see the potential in others and understands the impact of their actions on colleagues	Experience of mentoring and training junior team members
	Demonstrates high levels of professionalism and customer service	
	Good organisational and time management skills	

	Ability to plan and prioritise workload without supervision	
	Be proactive and drive the College forward on new technologies as part of the PMO function.	
	A natural problem solver with a structured approach to getting to the root cause of issues	
	Good attention to detail and ability to work on own initiative	
<b>Personal Attributes</b>	A pro-active approach to work and a willingness to take the initiative	
	Demonstrates a 'can do' outcome focused attitude and approach, is resourceful and works to find solutions	
	Ability to work effectively as a team member	
	Ability to work flexibly to meet changing needs	
	Commitment to the provision of a high quality, student-centred service	
	Commitment to own learning and development	
	Demonstrates the confidence to make decisions and recommendations	
	Commitment to understand and promote equality of opportunity	
	Commitment to understand and promote safeguarding	
	High level of personal integrity and confidentiality who displays respect and empathy for others and is consistent, open and honest	
	Good record of attendance and punctuality	
	Appropriate professional appearance	
Have own transport and be available to drive between sites		

<b>Job Challenges</b>	Ensuring processes and procedures are robust, communicated and followed by all business areas.
	Ensuring the PMO is delivering in a consistent, prioritised manner, with regular comms and tracking.
	Forecasting budgets for projects and ensure to consider the business strategy / demand.
	Ensuring business stakeholders understand the rules of engagement with the PMO and achieve their 'buy in'

It is recognised that many capable people will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.