**PERSON SPECIFICATION**

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| **Job Title** | Senior Project Manager/Team Leader, Digital Programme Office |
| **Grade** | AFC Band 7 |
| **Location** | MacKenzie Building |

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| **Criteria** | **Essential** | **Desirable** | **Evaluation** |
| **EXPERIENCE:** | * Extensive proven experience in IT project management * Experience managing large scale, complex IT projects with multiple key stakeholders, both internal and external * Proven experience working with cross functional IT Teams (technical and non-technical) * Strong experience in risk management and conflict resolution * Experience of working with and reporting to project governance structures such as Steering Groups. Project Boards, Project Teams, and Operational groups * Experience of managing and directing teams and adjusting resources effectively to meet changing priorities * Extensive experience in the use of project management software tools e.g. KeyedIn, Planview, Primavera      * Experience of leading projects through stage gate reviews, conducting project health checks, benefit realisation and return on investment * Demonstratable success in leading teams, including recruitment, training, mentoring and performance management | * Experience of working in or with the NHS * Experience working within a Programme Management Office * Experienced in the use of Agile methodology | Application/Interview |
| **QUALIFICATIONS:** | * PRINCE2 Practitioner certification * Educated to degree level or possess equivalent relevant experience | * P30 Foundation / Practitioner * ITIL * Agile * MSP | Application |
| **KNOWLEDGE:** | * Knowledge of project management and delivery in a healthcare setting * Knowledge of IT department operations * Knowledge of Programme Office responsibilities * Strong understanding of leadership styles and how to apply them to motivate, support and manage team members | * Knowledge of healthcare applications / projects | Application/Interview |
| **SKILLS:** | * Excellent leadership, team management and decision-making skills * Exceptional verbal and written communication skills * Ability to manage multiple projects and deadlines simultaneously * Strong problem-solving skills and ability to think critically and strategically * Excellent level of organisational skills and attention to detail * Ability to influence and build relationships with senior stakeholders and external suppliers * Ability to drive change and innovation * Ability to deputise for senior management * Proven skills in conflict resolution |  | Application/Interview |
| **PERSONAL QUALITIES:** | * Positive, flexible, and proactive outlook * Confident * Proactive * Resilient * Self-managing * Empathetic * Ability to lead and inspire a team * Ability to self-analyse and critique performance |  | Application/Interview |
| **OTHER:** | * Willingness to travel as required |  | Application/Interview |