**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 |