

PERSON SPECIFICATION - Consultancy Project Manager

This form lists the essential (E) and desirable (D) requirements necessary to fulfil the role. The competencies will be observed in one of the following ways, by application (A), or by interview (I) and a test (T). Applicants will be shortlisted **solely** on the extent to which they meet these requirements

		Competency	
Qualifications	Educated to degree level	E	A
	Specialist qualification in project management	E	A
Knowledge & Experience	Substantial experience of working in a project delivery role with track record of successful delivery	E	A, I
	Extensive experience (UK and international) of project managing multi-disciplinary teams and external partners, ideally as consulting projects	E	A, I
	Experience in risk management and risk mitigation	E	A, I
	Experience in report writing and creation of briefing papers	E	A, I
	Excellent interpersonal and communication skills (oral and written), including experience of communicating complex information to non-specialists and people who speak English as a second language	E	A, I
	Excellent numeracy skills and accuracy with ability to produce and review budgets and other written and numerical information concisely and accurately	E	A, I
	Familiarity with structuring, organising, and manipulating datasets and lists including use of Excel features such as sorting, filtering, and grouping to manage data effectively	E	A, I
	Experience in budget management	E	A, I
	Ability to work to set deadlines on own initiative, prioritise and organise competing workloads and experience of working collaboratively in a fast paced, complex environment.	E	A, I
	Proficient in MS Office Microsoft Teams, Word, Excel, PowerPoint and Outlook	E	A
	Ability to maintain confidentiality	E	A, I
	Experience of working with, and reporting to UK public sector clients e.g. Department for Education and Foreign Commonwealth & Development Office	D	A, I
	Experience of working within/ understanding of the Higher Education sector	D	A, I
Good presentation skills	D	A, I	
Other Requirements	Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work.	D	I