**Houghton Regis Town Council**

**Person Specification for the Project Manager**

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|  | **Essential Attributes** | **Desirable Attributes** |
| **Educational Qualifications** | * Management / Leadership / Supervisory qualification or experience for a minimum of 5 years * Health and Safety qualification (NEBOSH or similar) or experience for a minimum of 5 years * Evidence of a commitment to continuing professional development * Certificate in Local Council Administration (or similar qualification) or willingness to work to its achievement within 12 months of appointment. | * Degree level qualification in a relevant area |
| **Knowledge** | * Knowledge of contract management and tendering processes. * Broad knowledge of health and safety issues and risk assessment. | * Knowledge of local government structures and key issues facing public services |
| **Experience** | * A minimum of 5 years practical project management experience in a relevant discipline * Experience of project delivery and project management and monitoring * Experience of project development and implementation * Experience of partnership working * Experience of managing and driving service improvement and change management | * Experience of working with elected representatives * Experience of working within a community setting and with community groups * Experience of preparing and implementing service based strategies and service planning * Experience of engaging in / leading on projects or services |
| **Management** | Evidence of:   * ability to prioritise work, set targets, achieve positive outcomes. * ability to organise and manage resources effectively. * ability to provide project leadership develop and facilitate projects * ability to cope with conflicting demands, deadlines and interruptions | Evidence of   * Good negotiating skills. * Good inter personal skills |
| **Communication Skills** | * Highly personable with excellent interpersonal and communication skills including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies. * High level of accuracy and attention to detail |  |
| **Information technology** | * High Standard of ICT skills (including the use of MS Office applications (Word, Excel, Outlook) |  |
| **Meetings and Administration** | * Ability to clerk working / steering group meetings * Ability to write professional, coherent reports and articles | * General knowledge of the law as it affects Local Councils. |
| **Finance** | * Experience of contract management and tendering processes * Experience of bidding for external funding and budget setting | * Experience of financial management. |
| **Other** |  | * Willingness to work out of office hours in order to attend Council meetings and Council business * Current driving licence and access to vehicle * Willingness to undertake First Aid training/Current First Aid Certificate * Membership of appropriate professional body |
| **Personal qualities** | * Highly committed and enthusiastic with good customer care skills * An effective, highly visible manager with an approachable style, willing to be fully responsible and accountable for designated work areas * Ability to operate with complete impartiality in a political environment. * Team worker who can work across department boundaries and organisational structures * The ability to see the bigger picture but with an eye for detail | * Politically aware, with the ability to influence and develop policy |
| **Personal Style and Behaviour** | * A corporate player willing to work outside of defined operational boundaries when necessary * Ability to inspire confidence and respect from others * Advocate of equality, diversity, dignity and respect in the workplace * Ability to balance strategic vision with practical solutions to day-to-day problems | * Able to attend and participate in community events, committee and other meetings during some evenings and at weekends |

**Complexity and Creativity**

This is an exciting new role to support the council in delivering its ambitious Corporate Plan. The role has responsibility for continuing the successful delivery of a number of current projects and initiatives and for developing and implementing new projects and initiatives in accordance with the Corporate Plan and Council requirements.

The post holder will be expected to represent the Council with residents and local stakeholders and will be responsible for project delivery, management and development.

The post holder will be expected to develop strong partnerships with key stakeholders such as Central Bedfordshire Council and local not for profit groups. The post holder will also be expected to be innovative and proactive in terms of developing initiatives that drive continuous service improvement.

This role may require the post holder to be able to work some evenings and weekends for which time off in lieu or an out of hour’s payment may be taken in accordance with the needs of the Council.

**Judgement and Decisions**

The advice and actions of the post holder will have an influence on the organisation as a whole. Failure of the Council to comply with legislation could have severe repercussions on the Council.

Project delivery, management and development will have to be carried out in the context of political and legislative requirements. Poor judgement could have major ramifications on the reputation of the Council.

**Contacts**

**Internal 80%**

Councillors, Senior Management Team, all Council staff.

**External 20%**

Representatives from partner organisations, members of the public, contractors.

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.