

PERSON SPECIFICATION

Transformation Project Officer (Career Grade)

Essential	Desirable	Assess by
Knowledge and Qualifications		
GCSE English and Maths Grade 4-9 (A-C) or equivalent. To undertake academic qualifications to develop a professional knowledge project management and to ultimately achieve Prince Two Practitioners Qualification.	Knowledge of project management methodology. Prince 2 foundation qualification.	Application/Interview
Experience		
Experience of working to deliver projects. Able to demonstrate a good understanding of project management principles and how to deliver solutions to meet business needs. Proven track record of working as part of a project team.		Application/Interview
Skills and competencies		
Excellent team working and partnering skills. Excellent written and verbal communication skills. Reliable, trustworthy and able to work confidentially.	Analytical and problem solving skills. Ability to manage pressure and meet deadlines. Able and willing to develop new skills though academic	Application/Interview

<p>Able to challenge the norm with diplomacy</p> <p>Good co-ordinating and organisational abilities</p> <p>To have customers at the heart of all activities being delivered.</p> <p>To have a positive attitude at work and create a positive atmosphere.</p>	<p>study, work-based experience, and independent self-study.</p>	
<p>Physical, mental and emotional demands</p>		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p> <p>Annualised hours during peak times (elections and canvass) including evenings and weekends.</p>		<p>Application/Interview</p>

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.