

Designation:	Project Manager
Grade:	6
Responsible to:	New Homes and Regeneration Manager
Service Area:	Property Services
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educated to degree level or equivalent
- Driving license

EXPERIENCE

- Managing budgets/expenditure and accounting procedures
- Project managing a multi-disciplinary team to deliver successful projects
- Experience of dealing with a range of customers both on the phone and face to face.

SKILLS & KNOWLEDGE

- Strong project management skills
- IT literacy (MS Excel, Word, Outlook, Databases and software packages)
- Understanding of the development process
- Good written and verbal communication skills
- Understanding of administrative processes and systems
- Ability to write clear reports
- Ability to analyse and interpret information and data
- Good numeracy skills
- Knowledge of procurement processes

PERSONAL ATTRIBUTES

- Self-motivated
- Ability to manage own work load and deadlines
- Ability to work on a number of disparate projects at any one time and to work to changing priorities.
- Team player, but able to work using own initiative
- Creative
- Completer/ finisher
- Empathetic
- Patient

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Ability to travel for work purposes when required

DESIRABLE CRITERIA

QUALIFICATIONS

- Project management e. g. APM
- Construction qualification e. g. HND Building Studies
- Customer services qualification

- IT user qualification

EXPERIENCE

- Working for a registered provider in the social housing sector project managing the delivery of new affordable homes
- Attending site meetings representing the organisation

SKILLS & KNOWLEDGE

- Knowledge of financial appraisal and project management software, e.g. sequel and proval
- Ability to read construction plans and programmes.

CORE COMPETENCIES

Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant on your customer, using effective listening with the ability to persuade and influence where appropriate.

Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, in line with policies.

Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

Innovating

You will be able to seek better, more effective ways of delivering services.

Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its services.

You will be able to demonstrate how your work supports and meets the needs of the service.