

Person Specification



Post title: Project Manager – IT Systems & Integration
 Service: Organisational Development
 Grade: 6

Requirements & Criteria

Knowledge/Experience	Essential/ Desirable	Method of Assessment
Proven experience delivering IT and digital projects	E	Application form / Interview
Technical understanding of systems integration, data management, digital platforms, and process improvement	E	Application form / Interview
Ability to evaluate software solutions, assess technical and financial implications, and drive informed decision-making	E	Application form / Interview
Experience with recognised project management methodologies (e.g. PRINCE2, Agile)	E	Application form / Interview
Experience monitoring and reporting on project outcomes and performance indicators	E	Application form / Interview
Knowledge of local government operations, especially in areas such as planning, rights of way, or community engagement	D	Application form / Interview
Familiarity with digital engagement platforms, GIS/mapping tools, and public consultation technologies	D	Application form / Interview
Understanding of data governance, IT security, and accessibility standards	D	Application form / Interview

Education/Training/Qualifications		
Degree qualification (or equivalent) in relevant subject, or relevant vocational qualifications	E	Application form / Interview
Project management certifications (e.g. PRINCE2, Agile, PMP)	D	Application form / Interview
Evidence of continuous professional development	E	Application form / Interview

Skills/Abilities		
Excellent communication skills, with the ability to work across departments, build relationships and translate technical concepts for non-technical users	E	Application form / Interview
Strong analytical skills and problem-solving abilities	E	Application form / Interview
Highly organised, adaptable, and capable of managing several concurrent projects to deadline	E	Application form / Interview
Ability to assimilate and analyse information quickly and accurately and to think strategically, formulate decisions and make recommendations	E	Application form / Interview

Strong ICT skills and ability to use Microsoft Office packages (Word, Excel, PowerPoint, Access)	E	Application form / Interview
Ability to produce written reports that are clear, concise and accurate, and appropriate for a diverse audience	E	Application form / Interview

Other Requirements		
A commitment to continuous personal and professional development	E	Application form / Interview
A flexible and adaptable approach to working hours, including the ability to work occasional evenings or weekends if required	E	Application form / Interview
Willingness and ability to travel as required to undertake essential elements of the job	E	Application form / Interview
Subject to occupational health approval, can meet the physical demands of the post	E	Occupational Health Check

Job Specific Competencies (refer to Competency Framework)

Communication & Interpersonal Skills (Level 3)

- Recognises the importance of regular team meetings and 1:1s.
- Manages meetings effectively using clear, confident and open communication.
- Facilitates discussion and is able to stimulate debate in a positive manner.
- Understands how to persuade, influence and negotiate with others where there are conflicting personal or organisational agendas.
- Presents ideas, proposals or policies verbally or in writing in a concise and compelling manner.
- Translates complex issues into straightforward arguments and concepts, in order to help others gain a better understanding.
- Ensures that all staff are included in communications, paying particular attention to reach out to non-office based staff.

Development of Self and Others (Level 3)

- Takes responsibility for the effective performance of the team; mentoring, coaching and supporting colleagues to work to the best of their abilities.
- Actively seeks to keep own professional skills and knowledge up-to-date, including an awareness and understanding of HR policies relating to people management.
- Challenges difficult behaviour or actions and takes appropriate action to mediate and manage the situation.
- Delegates effectively, and trusts staff to fulfil their role without micro managing.

- Matches people skills and abilities to job demands, by taking account of organisational priorities as well as personal and career development needs.
- Seeks to identify opportunities to stretch, challenge, motivate and retain the highest performers.

Strategic Awareness (Level 3)

- Has an extensive, in depth knowledge of the internal working of DNPA.
- Understands the relationship between DNPA and other stakeholders and decision-makers.
- Provides clear objectives for their team and identifies clear action plans for achieving future goals.
- Monitor overall progress against targets; identifying and addressing problem areas.
- Takes a long term perspective on goals and objectives, understanding which short term actions or decisions might compromise future plans and objectives.
- Looks for and is open to new ideas and suggestions for future improvements.
- Considers ways to involve or engage Members in work of the team/service

Working Effectively (Level 4)

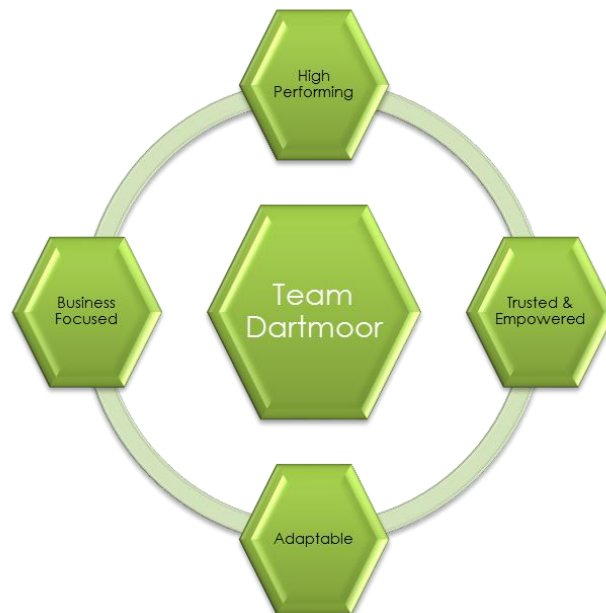
- Manages budgets effectively across the whole organisation to ensure services are prioritised and delivered within budget.
- Identifies areas where there are opportunities to streamline or to deliver the function in a more efficient way.
- Ensure all resources are delivering key DNPA objectives.
- Monitors spending and challenges when it may not be adding the best value to the organisation.
- Monitors and oversees the progress and delivery of large scale project work, providing support and guidance where necessary.
- Emphasises the importance of high quality customer service both internally and externally by setting an example for others.

Decision Making and Problem Solving (Level 3)

- Responds quickly and decisively to a crisis or to problems that impact on others, by taking action and making decisions that are impartial and based on all available evidence.
- Acts professionally by supporting management in implementing, communicating and promoting decisions that have been made on behalf of the Authority, even when they may not personally agree.
- Thinks creatively to solve problems; embracing new ideas, ways of working, and taking managed risks in order to move forward.
- Recognises when decisions need to be taken that may be unpopular, and is able to separate emotion to ensure effective decisions are made.

Continuous Improvement (Level 3)

- Manages underperformance, and strives to make sure all staff are working to their full potential.
- Challenges thinking of others to encourage them to develop innovative ideas, and allows them the scope to try new ideas.
- Assists in the implementation of change, by supporting staff and responding positively to new ideas.
- Challenges resistance to change, identifying where culture, work practices or behaviours are blocking new initiatives.
- Anticipates challenges arising from changes, and makes plans to mitigate any potential problems.
- Actively seeks to develop own management competencies.
- Encourages staff to contribute ideas and suggestions for improvement.



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