

## Person Specification – Project Manager



### Qualifications, knowledge and skills required for this role

	Essential	Desirable
Educated to degree level or equivalent		✓
Specialist knowledge in working with Prince 2, Agile and Lean practices		✓
Methodical and detail-orientated approach with ability to manage short and long term deadlines in a fast-paced environment with some reactive work	✓	
Experience of line management	✓	
Experience of implementing the planning and forecasting of projects through to fruition		✓
Experience of Managing projects and an understanding of the full project delivery life-cycle	✓	
Experience of working closely and effectively with a wide range of internal and some external stakeholders	✓	
A curious and pro-active mind-set with an aptitude for problem solving	✓	
An understanding of budgetary costs and controls		✓
Enthusiasm for new technology and willingness to adapt and learn	✓	
Understanding of ABRSM's long term aims and products and services	✓	

### Competencies required in this role

Analysis and decision making	<ul style="list-style-type: none"> <li>▪ Identifies how best to conduct analysis of data or research.</li> <li>▪ Identifies options and weighs up the risks and benefits to establish the best solution.</li> <li>▪ Suggests solutions rather than bringing problems.</li> <li>▪ Makes confident sound decisions on familiar issues, without needing guidance.</li> </ul>
Continuous improvement	<ul style="list-style-type: none"> <li>▪ Recognises the benefits and need for change and helps with the practicalities of implementation.</li> <li>▪ Researches, adapts and develops good ideas to improve performance, policies or procedures.</li> <li>▪ Learns from setbacks, finding ways to improve work processes for the future.</li> <li>▪ Checks own/others' work for quality and completeness before passing on work.</li> </ul>
Planning and delivery	<ul style="list-style-type: none"> <li>▪ Prioritises workload within agreed objectives.</li> <li>▪ Communicates with colleagues to ensure work is co-ordinated.</li> <li>▪ Estimates timescales, scheduling activities to achieve results to deadlines.</li> <li>▪ Continually monitors activity and progress towards goals, proposing new approaches when circumstances change.</li> <li>▪ Keeps track of allocated resources/budgets, raising any issues promptly.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>▪ Speaks confidently, credibly and knowledgeably to a range of audiences.</li> <li>▪ Invites questions and responds professionally.</li> <li>▪ Adapts own behaviour to the individual/situation, showing empathy and interest.</li> <li>▪ Reliably delivers on promises, going the extra mile when necessary.</li> </ul>
Managing self and others	<ul style="list-style-type: none"> <li>▪ Helps to build a collaborative team environment with colleagues.</li> <li>▪ Considers and acts on feedback on own work/approach.</li> <li>▪ Gives constructive advice and encouragement to others when things go wrong.</li> <li>▪ Helps colleagues with less experience to build understanding and skill.</li> </ul>

Knowledge and expertise	<ul style="list-style-type: none"><li>▪ Demonstrates rounded experience and know-how in own specialism.</li><li>▪ Provides advice and guidance to others on issues that arise in the course of day-to-day work.</li><li>▪ Demonstrates relevant, up-to-date knowledge and expertise</li><li>▪ Takes an interest in own professional and personal development.</li></ul>
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**Additional Requirements for this role:**

Willingness to work out of office hours including occasional weekends and Bank Holidays

Commitment to diversity and equality of opportunity in all working practices