**PERSONNEL SPECIFICATION FOR THE POST OF**

**PROJECT MANAGER**

1. **SHORTLISTING CRITERIA**

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **1. Circumstances** | 1. To be flexible as the role may involve working at various locations |  |
| **2. Qualifications** | 1. At least two years’ experience working at a managerial level. |  |
| **3. Experience** | 1. Experience of reviewing business procedure review and suggesting improvements / efficiencies. 2. Experience of delivering projects involving change initiatives. 3. Experience of utilising performance indicators (KPI’s) to manage operations, and summarising key points from the information. 4. Experience of supporting colleagues in a coaching capacity. 5. Demonstrable interviewing and listening skills to elicit and document requirements with excellent verbal and written communication skills. |  |
| **Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria.**  **The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, or experience.** | | |

**b. VALUES**

**Candidates who are shortlisted for interview will be required to demonstrate how, and to what extent, they meet some or all of the values listed below during their interview.**

1. **We are Inclusive: we put the people who use our services first**

Actively supports Inspire’s vision and values. Enhances the reputation of Inspire through actions and behaviours. Actively involved in decision making. Takes opportunities to make connections, internally and external to Inspire. Participates in activities that increase public support. Promotes the voice of our service users.

1. **We are Passionate: we believe in what we do**

Understands who our service users are. Understands how the actions of an individual can impact on service users. Builds relationships based on trust and respect. Sensitive to client and customer needs. Promotes wellbeing for all.

1. **We are Determined: we find a way**

Always strives for the best outcome and has high standards. Acts as a role model. Encourages others to feel confident in service provided. Sees tasks through to completion. Takes opportunities to suggest improvements. Asks for and listens to feedback. Takes ownership of problems and provides solutions.

1. **We are Kind: we care about each other**

Builds positive relationships with all. Promotes dignity in the workplace. Listens and asks the right questions. Shares ideas and experience. Encourages and recognises the efforts of others. Responds to the needs of others.

1. **We are Honest: we act with integrity**

Centres our service users in every situation. Treats individuals with respect and dignity. Does the right thing, even in difficult situations. Is guided by strong set of personal values and ethics. Listens to what others have to say.

1. **We are Innovative: we nurture new ideas**

Take opportunities to suggest improvements. Has confidence to put forward ideas and solutions. Flexible and can adapt when needed. Supports empowerment in the workplace and in society. Takes opportunities to work alongside third parties to promote Inspire’s mission and values.

**C. Supplementary Information**

1. This post will be subject to a satisfactory Access NI & Counter Terrorist Checks.