

Person Specification

Job Title: Project Manager

Department: Finance



North Bristol
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
Education/Training/Qualifications			
Qualification in project/programme management e.g. PRINCE 2, MSP, APMP or equivalent	Application Form	x	
Change management qualification e.g. Lean Six Sigma	Application Form	x	
Educated to Master's degree level or holds equitable substantial work based experience.	Application Form	x	
Work Experience			
Strong, demonstrable experience of project management, working across teams to ensure customer, staff, quality, financial and efficiency benefits are defined and delivered.	Application Form, Interview	x	
Experience of using programme and project management approaches such as PRINCE2 and/ or Managing Successful Programmes (MSP).	Application Form, Interview	x	
Significant experience of managing stakeholders	Application Form, Interview	x	
Experience of developing, tracking and managing both risks and issues	Application Form, Interview	x	
Experience of developing Benefits profiles and then managing the project benefits through the project lifecycle.	Application Form, Interview	x	
Experience of the application of change management techniques and best practice through the project lifecycle.	Application Form, Interview	x	
Experience of business process improvement, ideally including benchmarking from analysis of datasets. Experience of data analytics would be advantageous.	Application Form, Interview		x
Experience of working with financial information.	Application Form, Interview		x

Experience of establishing, preparing for, running and following up project boards.	Application Form, Interview	x	
Knowledge/Skills/Abilities			
Knowledge of health and social care issues and priorities	Application form, Interview		x
Experience of undertaking Service Improvement projects	Application form, Interview	x	
Experience of project management in a healthcare setting	Application form, Interview		x
Sound knowledge and experience of using office based IT systems	Application form, Interview	x	
Demonstrable skills in dealing with a wide and diverse range of professional and managerial staff and others within a multi-agency setting	Application form, Interview	x	
Broad understanding of the NHS, its organisation, roles and responsibilities in a changing environment	Application form, Interview		x
Significant experience of project/programme management, including experience of managing a range of projects that result in pathway improvements.	Application form, Interview	x	
Personal Qualities/Special Circumstances			
Experience of delegating appropriately and management of people and performance e.g. awareness of annual appraisals, objectives and personal development plans and the need support junior members of staff	Application form, Interview	x	
Evidence of continued professional development.	Application form, Interview	x	
Ability to learn rapidly and track and understand a complex range of multi-faceted activities within individual areas	Application form, Interview	x	
Ability to self-start, often working with minimal direction from line management or programme SROs	Application form, Interview	x	

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Ability to effectively self-develop through the application of training and courses.	Application form, Interview	x	
Analytical, creative and solution orientated	Application form, Interview	x	
Able to effectively manage workload and competing priorities	Application form, Interview	x	
Able to work under pressure to tight deadlines in the production of high quality work	Application form, Interview	x	