

Person Specification

Project and Programme Manager (Local Government Reorganisation)

Post grade: LS5	Post number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Proven track record of project and programme management, including leading, planning, executing, controlling and closing projects and the ability to manage multiple projects simultaneously</p> <p>Experience of using databases, spreadsheets or project management software to effectively manage projects, store and analyse data to generate insights and manage workstreams</p> <p>Strong ability to build and maintain relationships with various stakeholders and partners</p> <p>Experience of collaborating, leading, influencing and negotiating in a complex work environment</p> <p>Track record of effectively managing risks and problem solving</p> <p>Experience in report writing and preparation of presentations, as well as presenting complex information to a range of audiences</p>	<p>Practical experience of undertaking research and analysis, using findings to inform policy and strategy development and decision making</p> <p>Understanding & awareness of latest local government thinking, workings of local government and the wider public sector</p> <p>Effectively managing and motivating a team to achieve high performance</p> <p>Change management experience</p>
QUALIFICATIONS	<p>Educated to degree level or equivalent qualification or experience.</p> <p>Project management or equivalent qualification or willing to undertake</p>	Evidence of continuous professional development

SPECIALIST KNOWLEDGE AND SKILLS	<p>Strong organisational skills</p> <p>Ability to identify and summarise complex information within defined timescales</p> <p>Ability to work on own initiative, under pressure and without direct supervision in order to meet priorities</p> <p>Strong political awareness and a good understanding of the political operating environment of local government or equivalent</p> <p>Excellent written and communication skills, including the ability to confidently contribute to debate and influence others</p> <p>Ability to self-motivate, plan and prioritise to meet a variety of targets whilst often liaising with a wide variety of stakeholders.</p>	
IT SKILLS	<p>Working knowledge of project management software or equivalent</p> <p>IT competent</p>	Use of AI and PowerBI to support efficient service delivery
PERSONAL QUALITIES	<p>Strong leadership and vision</p> <p>A proactive and flexible approach</p> <p>Problem solving and adaptability</p> <p>Strong organisational skills and time management</p> <p>Adhere to the Council's values and behaviours</p> <p>Accountability and reliability</p> <p>Commitment to maximising potential and continuous improvement of self and team.</p>	

OFFICIAL

SPECIAL WORKING CONDITIONS	Flexible and adaptable attitude to work responsibilities, working out of hours on occasion and attending evening meetings where relevant.	Able to travel around to locations within the borough of Rushcliffe. Full, clean driving licence
<p>PREPARED BY: Leanne Ashmore</p> <p>DESIGNATION: Director Development and Economic Growth</p> <p>DATE: December 2025</p>		