

Person Specification	
Job Title	Enabling Works Assistant Project Manager
Grade	Band 7
Division	Strategy & Transformation
Reports To	HHRP Enabling Works Workstream Lead

Criteria	Essential or Desirable Criteria	Assessment Method			
		A	I	T	R
<b>Education/Knowledge and Qualifications</b>					
• Bachelor's degree or equivalent in a related field	E		X	X	
• Evidence of post graduate diploma level knowledge	E		X	X	
• Knowledge of construction methodologies including Modern Methods of Construction (MMC)		D	X	X	
• Evidence of continuing professional development	E		X		
• Sustainability certifications (e.g. BREEAM)		D	X		
• Formal Project Management qualification		D	X		
• Knowledge of healthcare regulation and standards set by CQC		D	X		
• Able to meet the requirements of the Knowledge and Skills Framework for their role	E		X		
<b>Experience</b>					
• Demonstrable experience of supporting with end-to-end construction processes, including budget and resource compliance, within complex projects and programmes	E		X	X	
• Experience of a variety of project planning and programming techniques	E		X	X	
• Post qualification experience at management level		D	X	X	
• Significant experience of successful collaborative working and partnership development with a wide range of stakeholders and multi-disciplinary teams on complex projects	E		X	X	
• Experience of working in the construction industry.		D	X		
• Experience in NHS or public sector		D	X		
• Experience of business case development for large or complex capital projects		D	X		
• Experience of governance and business case approval processes	E		X		
• Knowledge of the New Hospital Programme		D	X		
<b>Key Skills</b>					
• Ability to analyse and balance complex service, commercial and political decisions and draw appropriate conclusions		D		X	

<ul style="list-style-type: none"> <li>Strong persuasion, influencing, and interpersonal skills with ability to exert influence in challenging circumstances</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Strong verbal reasoning, reporting writing and presentation skills, with ability to deliver complex information to varied stakeholder groups in a clear and concise manner which can be easily understood by colleagues with no construction background</li> </ul>	E		X		
<ul style="list-style-type: none"> <li>Able to anticipate and define future needs and respond appropriately to feedback</li> </ul>	E		X		
<ul style="list-style-type: none"> <li>Ability to work under pressure and tight timescales</li> </ul>	E		X		
<ul style="list-style-type: none"> <li>Knowledge of HBN's, Firecode, HGN's and HTM's</li> </ul>		D	X	X	
<b>Aptitudes</b>					
<ul style="list-style-type: none"> <li>Ability to reach timely and effective decisions based on the appropriate use of information</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Ability to interact with people from a diverse cultural and social background</li> </ul>	E		X		
<ul style="list-style-type: none"> <li>Ability to develop effective working relationships with colleagues and the public</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Demonstrate a commitment and recognition to the core values and beliefs of an employee of the NHS</li> </ul>	E		X		
<ul style="list-style-type: none"> <li>Able to deliver on the NHS constitutional patient pledges and rights</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Committed to high-quality patient care and patient experience</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Respectful to and able to promote equality in opportunity, employment and service delivery</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Committed to continuous professional development and personal growth</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Ability to perform the requirements of the post to an acceptable standard</li> </ul>	E		X		
<ul style="list-style-type: none"> <li>Demonstrates a positive and flexible approach in line with the changing nature of the Trust's service delivery model</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Committed to the values-based principles of high-quality patient care to include compassion, care, competence, communication, courage and commitment in all aspects of service delivery</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Leadership and management of a team within a project or programme</li> </ul>		D	X		
<ul style="list-style-type: none"> <li>Ability to implement change involving large and complex change management</li> </ul>		D	X		

Assessment Criteria: A = Application, I = Interview, T = Test, R = References