

Change & Projects Officer

Person Specification		
Qualifications		
1	A recognised Project / Change Management qualification, relevant degree or substantial relevant professional experience	Essential
2	Willingness and ability to obtain and/or enhance qualifications and/or training for development in this post	Essential
Relevant Experience		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form at least 2 years' experience in each of the areas listed below:		
3	Experience of managing successful project delivery in line with desired outcomes and agreed quality, time and costs.	Essential
4	Experience of managing stakeholder relationships; negotiating and influencing skills are key	Essential
5	Confidence to challenge existing practises and contribute to the continuous improvement of WLDC project management	Desirable
6	Experience of working in a Project Management Office environment	Desirable
7	Experience of enabling and delivering effective change to services using recognised change methodologies, models and techniques	Desirable
8	Proven experience of appropriate use of project management tools and techniques to enable successful programme and project delivery	Desirable
Knowledge & Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:		
9	Excellent presentation & communication skills include report writing	Essential
10	Ability to plan and deliver against deadlines and work under pressure	Essential
11	Ability to work as part of a team, to lead key areas of work and to mentor colleagues who are leading on other aspects	Desirable
12	Appropriate IT skills	Desirable
13	Understanding and experience of Local Government and/or wider Public Sector industry	Desirable
Personal Characteristics		
14	Ability to demonstrate adherence to the Council's values	Essential
15	Ability to work under own initiative	Essential
16	Excellent interpersonal skills to establish positive relationships across a range of stakeholders	Desirable
Physical Attributes		

17	Must be willing to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential
18	Must be able to attend evening Council meetings if required	Essential