

Person Specification

Job Details	
Job Title	Analyst Project Manager
Team	Digital Services team
Job Type	Full-Time
Reports To	Head of Digital Services
Responsible For	You will not be responsible for any other employees
Working Hours	Monday to Friday, 9:00 am to 5:30 pm. From time to time there may be a requirement to change normal working hours due to operational need.

Criteria	Essential	Desirable	Method of Assessment
Education/ Qualifications	PRINCE2 and/or Agile		Application form, CV, Certificate check
Experience	A strong business mindset; capable of comprehending the key factors behind business issues; recognise the options available for solving problems; make recommendations on the right approach to achieve the goals; and create and execute a plan to get things done	Proven track record of Learning Management and/or Learning Experience Platforms	Application form, CV, Interview
	Proven track record of increasing customer awareness		Application form, CV, Interview
	Proven track record of working in partnership with Sales and Marketing teams		Application form, CV, Interview
	Proven track record in communications and stakeholder management		Application form, CV, Interview
	Proven track record of evaluating risks and predicting potential problems		Application form, CV, Interview
	Proven track record of successful Project Management and Data and Business Analytics		Application form, CV, Interview
Knowledge / Skills	Excellent interpersonal/ communication skills with the ability to build partnerships with employees/management/customers, both individually and in groups		Interview
	Excellent spreadsheet skills, competent in lookup and summary formulas and pivot charts		Application form, CV, Interview
	Capable of extracting and presenting meaning from data sets		Application form, CV, Interview
	Competent in working with sales data, consumption reports, relational data sets and aware of typical data set issues such as date formats, etc	Competent in working with Relational Databases and beginner to intermediate SQL Statements	Application form, CV, Interview

Criteria	Essential	Desirable	Method of Assessment
	Understanding the inter-connectedness of systems, API's, field types, data mappings	Knowledge of Robotic Process Automation	Application form, CV, Interview
	Expert in the use of Microsoft Word, Excel, PowerPoint, Internet		Application form, CV, Interview
	Demonstrates understanding of commercial drivers		Interview
	Ability to research, produce and analyse data, identifying trends, and making recommendations through verbal and written reports, presentations and proposals		Application form, CV, Interview
	Excellent literacy skills – strong verbal and written communication skills including ability to accurately proofread documents and literature. Excellent attention to detail		Application form, CV, Interview
	Able to competently use a range of tools and technologies including web content management systems, CRM, email and automation tools	An understanding of Suite or Sugar CRM	Application form, CV, Interview
	Ability to communicate at all levels and drive management sign off / approval to keep projects on time		Application form, CV, Interview
Work related attributes, qualities, competencies	Ability to work on own initiative or as part of a team	Evidence of working in a cross border, cross culture matrix organisation	Interview
	Good influencing and persuasion skills		Interview
	Has tact and discretion and respect of confidentiality		Interview
	Well motivated to initiate and take forward projects and tasks and see them through to a conclusion		Interview
	Exemplary organisation and time management skills		Interview
	Ability to multi-task and achieve results under pressure		Interview
Personal / Other Requirements	<p>Drive, enthusiastic, innovative, persistent, highly creative</p> <p>Professional and mature approach</p> <p>Hunger to learn new technologies and apply their learning in real life situations</p> <p>Passionate about digital platforms and apps and helping customers find solutions</p> <p>Excellent attendance and timekeeping</p>		Interview, References