

Person Specification

Job Details	
Job Title	Project Manager
Team	Channel Services
Job Type	Full Time
Reports To	Senior Manager of Channel Services
Responsible For	You will not be responsible for managing any other employees
Working Hours	Required working hours are 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. International travel to attend KnowledgePoint and client meetings and events may be required.

Criteria	Essential	Desirable	Method of Assessment
Education/Qualifications	Bachelor's degree (or equivalent experience) in business, engineering, or related field	PRINCE2, PMP, or equivalent project management certification	Application form, CV, Certificate check
Experience, Knowledge and Skills	Proven expertise in project/program management with sustained and successful delivery of multi-stakeholder and complex initiatives		Application form, CV, Interview
	Strong governance, benefits realisation, and change management capability		Application form, CV, Interview
	Strong track record of systematically identifying risks, implementing mitigation actions, and quality assurance measures across programs and projects		Application form, CV, Interview
	Budget ownership, forecasting, and supplier/contract management experience		Application form, CV, Interview
	Strong facilitation and negotiation skills with ability to influence stakeholders in a matrix environment		Application form, CV, Interview
	Exceptional written/visual storytelling with ability to tailor messages to various stakeholders		Application form, CV, Interview
	Strong experience in delivering channel management and partner enablement initiatives		Application form, CV, Interview
	Proficiency with Microsoft 365, Project Management tools, and reporting or BI tools		Application form, CV, Interview
Work related attributes, qualities, competencies	Demonstrates good interpersonal skills and the ability to build partnerships with managers and colleagues, both individually and in groups, through good communication skills		Application form, Interview

Criteria	Essential	Desirable	Method of Assessment
	Demonstrates the ability to use own initiative and proven evidence of strong problem solving skills		Interview
	Good organisational skills, able to prioritise, plan and manage a number of tasks concurrently, meeting set deadlines		Interview
	Well motivated to initiate and take forward projects and tasks and see them through to a conclusion		Application form, CV, Interview
	Ability to work using own initiative, but understand level of responsibility within the team		Interview
	Ability to communicate clearly and simply		Interview
	Confident and unambiguous when showing or explaining to others how to do something		Interview
	Has tact, integrity, discretion and respect of confidentiality		Interview
	Strong leadership skills		Interview
	Ability to work calmly under pressure		Interview
	Excellent attention to detail		Interview
	Positive attitude at and to work		Interview
Personal / Other Requirements	Logical and systematic Flexible and patient Forward thinker High expectations of self Professional and mature approach Excellent attendance / timekeeping		Interview