



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Strategic Planning Manager (Initiatives)

Department: Strategic Planning Department

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Degree or equivalent	x		Application Form
A formal project management or other relevant professional qualification or training	x		Application Form
Specific Skills, Experience and Knowledge			
Demonstrable experience and a proven track record of setting up and managing major/complex and cross function initiatives and reporting structures	x		Application Form/ Interview
Experience of managing successful organisational change with an excellent knowledge of the principles, theory and practice of Process Improvement, and of Lean, or Lean Six Sigma, methodology and practice		x	Application Form
Experience of business analysis, requirements gathering and business case development		x	Application Form/ Interview
Excellent project management skills, including identifying and managing project risks and issues	x		Interview
Experience of financial planning and reporting, budget management and monitoring	x		Application Form
Strong experience of team working, preferably with some line management experience; and evidence of successfully managing cross function collaborative initiatives	x		Application Form/ Interview
Experience of facilitating workshops	x		Application Form
Leading business change by analysing business process, interpreting activity and determining optimum change patterns to implement best business practice		x	Application Form
Experience of working in the university sector or an understanding of the key issues facing the sector		x	Application Form/ Interview
Personal and Interpersonal Qualities			
Excellent planning and organisational skills, and flexibility in order to manage variable workloads and changing priorities	x		Interview
Ability to think strategically and implement change through effective communication/consultation and negotiation	x		Interview
Excellent written and oral communications skills to a level of presenting and preparing detailed information to a wide cross section of the organisation with the experience of negotiating with, and influencing others	x		Application Form/ Interview
Experience of applying creativity and originality to problem solving	x		Interview
Highly developed interpersonal skills, including negotiating, influencing and relationship building. Ability to build relationships with stakeholders at all levels, including senior management	x		Application Form/ Interview
Ability to work with a high level of discretion in a political and sensitive environment to achieve consensus, including amongst senior members of staff	x		Interview