

### Person Specification

|                   |  |
|-------------------|--|
| <b>Job Title</b>  | <b>Head of Project Management Office and Project Delivery (Europe)</b> |
| <b>Job Holder</b> | Vacant   |
| <b>Reports To</b> | VP Global Business Change  |
| <b>Date</b>       | February 2020  |

|                                  |  | Essential | Desirable | Method of Assessment         |
|----------------------------------|--|-----------|-----------|------------------------------|
| <b>Educational Attainment</b>    |  |           |           |                              |
| <b>E1</b>                        | Degree level education   | X         |           | Application form/Certificate |
| <b>D1</b>                        | Post-graduate qualification (Project management or Business related)                 |           | X         | Application form/Certificate |
| <b>D2</b>                        | Project management qualification   |           | X         | Application form/Certificate |
| <b>Work Experience</b>           |  |           |           |                              |
| <b>E2</b>                        | Experience of experience of successfully leading multi-stream or multi-site projects | X         |           | Application form/interview   |
| <b>E3</b>                        | Experience of mentoring project leads  | X         |           | Application form/Interview   |
| <b>E4</b>                        | Experience of delivering training  | X         |           | Application form/interview   |
| <b>E5</b>                        | Experience of using a wide range of project management tools and techniques.         | X         |           | Application form/interview   |
| <b>D3</b>                        | Change management experience   |           | X         | Interview                    |
| <b>D4</b>                        | Experience of relevant project management software applications                      |           | X         | Application form/interview   |
| <b>D5</b>                        | Experience of setting up and running a Project Management Office                     |           | X         | Application form/interview   |
| <b>Knowledge/Skills/Aptitude</b> |  |           |           |                              |
| <b>E6</b>                        | Excellent written and verbal communication skills                                    | X         |           | Application form/Interview   |
| <b>E7</b>                        | Ability to influence, negotiate and persuade, especially at a senior level.          | X         |           | Interview                    |
| <b>E8</b>                        | Ability to present complex information in a clear and concise manner                 | X         |           | Interview                    |

|            |  |   |   |                            |
|------------|--|---|---|----------------------------|
| <b>E9</b>  | Ability to provide leadership to a project team.                         | X |   | Interview                  |
| <b>E10</b> | Ability to effectively prioritise  | X |   | Interview                  |
| <b>E11</b> | Ability to adjust personal style when dealing with different individuals | X |   | Interview                  |
|            | <b>Circumstances</b>   |   |   |                            |
| <b>D6</b>  | Evidence of continued professional development                           |   | X | Application form/interview |