

## PERSON SPECIFICATION

### Kimberley LUF Cycling Project Route Development Manager

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Willingness to undertake any training relevant to the post, through past training history.	<b>E</b>	<b>3</b>
<b>Personal Skills</b>	Ability to foster strong relationships with others and confidently deal with a wide range of internal and external partners, stakeholders, community and volunteer groups.	<b>E</b>	<b>1, 3, 4</b>
<b>Personal Skills</b>	Lead by example. A willingness to share learning with others and an excellent negotiator.	<b>E</b>	<b>3</b>
<b>Personal Skills</b>	Excellent verbal and written communication and interpersonal skills.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Ability to manage complex workloads, prioritise where necessary and meet tight deadlines.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Self-motivated and a creative thinker and problem solver.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Able to work effectively under pressure and come to balanced decisions.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Ability to understand and interpret complex information.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Ability to write complex reports and present reports and information to a range of audiences.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Strong organisational skills.	<b>E</b>	<b>1, 2</b>
<b>Personal Skills</b>	Strong analytical, numerical and critical reasoning skills.	<b>E</b>	<b>1, 2, 3</b>
<b>Personal Skills</b>	Excellent I.T. skills	<b>E</b>	<b>1, 3</b>
<b>Experience</b>	Significant Project Management experience and knowledge, understanding of project management techniques and applications, especially budget and risk management.	<b>E</b>	<b>1, 2, 3</b>
<b>Experience</b>	Experience of working on active travel projects, and use initiative when flexibility of approach might be necessary.	<b>E</b>	<b>1, 2, 3</b>
<b>Experience</b>	Experience in working to develop both on- and off-road cycling routes to specified standards (e.g. LTN 1/20).	<b>E</b>	<b>1, 3</b>
<b>Experience</b>	Experience managing and monitoring significant capital budgets.	<b>E</b>	<b>1, 3</b>
<b>Experience</b>	Demonstrable knowledge of council policies in relation to governance, decision making, managing projects, risk and budget management.	<b>E</b>	<b>1, 2</b>
<b>Experience</b>	Experience of procurement and working with procurement frameworks.	<b>D</b>	<b>1</b>
<b>Experience</b>	Experience of working with partners and stakeholders including elected members.	<b>D</b>	<b>1, 3</b>

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<b>Experience</b>	Developing and coordinating partnerships	<b>E</b>	<b>1, 3</b>
<b>Attainments/ Qualifications</b>	Qualified to degree level in relevant subject or possess an equivalent management qualification in a suitable discipline or able to demonstrate extensive experience of managing projects with values in excess of £5 million.	<b>E</b>	<b>1, 4</b>
<b>Knowledge</b>	Detailed understanding of project delivery particularly around risk and budgets.	<b>E</b>	<b>1, 3</b>
<b>Knowledge</b>	Knowledge of the local business support/training organisations and networks	<b>D</b>	<b>1, 3</b>
<b>Special Working Conditions</b>	Understanding of planning processes as applied to cycle routes.	<b>E</b>	<b>1, 3</b>
<b>Special Working Conditions</b>	Full driving licence and access to a vehicle	<b>D</b>	<b>1, 3</b>
<b>Special Working Conditions</b>	Able to work outside office hours, including evening meetings	<b>E</b>	<b>3</b>

**Car Allowance:**

This post does carry a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]