

Post: Programme Management Office Coordinator
Location/Team: Head Office, Programme Team

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
Education, Qualifications and Training	Essential	HND in relevant discipline or equivalent experience	✓	✓	✓
		Awareness and understanding of SCRA's and personal obligations under the Equality Act	✓	✓	✓
Experience	Essential	Experience in fostering and contributing to collaborative working	✓	✓	✓
		Experience in learning new techniques and putting them in to action quickly and with minimal guidance	✓	✓	✓
		Experience of partnering with others, and demonstrating commitment to employee engagement strategies	✓	✓	✓
Skills, Knowledge and Aptitudes	Essential	Excellent administrative skills	✓	✓	✓
		Excellent interpersonal and relationship management skills		✓	✓
		Excellent communication skills, oral and written; and influential with others	✓	✓	✓
		Proven ability to multi-task and work across teams / departments	✓	✓	✓
		Proven ability to prioritise, manage and, where appropriate, delegate workload effectively	✓	✓	✓
		Digitally minded and competent in the use of Microsoft Office applications	✓	✓	✓
Personal Attributes	Essential	Positive, proactive approach and ability to act on own initiative with minimum supervision and adaptable		✓	✓
		Flexible and adaptable approach		✓	✓



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		Resilient and able to handle difficult or challenging situations		✓	✓
		Driven to continuous improvement		✓	✓
Special Requirements	Essential				