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| Person specification |  |

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| **Job Title** | Project Manager, TalEntEd Islands |
| **Department** | Recruitment and Growth |
| **Responsible To** | Head of Further Education |
| **Responsible For** | N/A |
| **Grade** | 7 |
| **Location** | Islands-based (Orkney, Shetland or Western Isles) |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Degree level qualification or equivalent professional experience. | * Qualifications in project management (e.g. Prince 2 or Association of Project Managers) |
| **Experience** | * Project Management experience, including project planning/development, budgeting, monitoring and reporting, compliance, and risk management. * Demonstrable experience of successful management, development and/or delivery of projects to time and budget. * Experience of stakeholder management and partnership development within complex, multi-partner environments. * Experience working with and supporting project boards and/or other relevant governance structures | * Experience in the development and/or delivery of work-based learning * Experience working in the post-school education sector * Experience working in the Highlands and Islands * Experience of working with project funders and meeting project reporting and compliance requirements. |
| **Knowledge and skills** | * In-depth knowledge and understanding of project management. * Proven excellent communication and relationship building skills * Excellent organisational and time management skills. * Ability to produce accurate and well-presented reports and management information * Ability to understand, analyse and summarise information. * Strong ICT skills, including MS Word and Excel. * Budget management capability * Ability to prioritise competing demands in a complex organisational environment | * Knowledge and understanding of work-based learning pedagogy * Knowledge and understanding of the post-school education sector * Knowledge of UHI and the economy and socio-demographics of the UHI regions |

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| **Personal qualities** | * Ability to form effective working relationships across a range of levels of leadership and management and internal and external stakeholders. * Ability to chair, facilitate and mediate within complex multi-partner environments. * Pragmatic and solutions-focussed approach to addressing challenges * Ability to work flexibly and proactively on own and as part of a team. * Ability to communicate clearly and effectively verbally and in writing. |  |
| **Other circumstances** | * Based in Shetland, Orkney and/or the Western Isles * Ability to work flexibly and to travel within and across the Highlands and Islands, and particularly across Shetland, Orkney and the Western Isles | * Driving licence. * Knowledge of, or interest in, Gaelic language and culture. * Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives. |

Date: 19/03/2025