

Person Specification

Job Title	Project Manager – Metering Billing Collections
Grade	PO4
Service/Section	Housing and Safer Communities
Directorate	Income/Tenancy

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
1. Knowledge of project management methodologies and principles	E
2. Understanding of metering, billing and collection processes	E
3. Knowledge of communal heating systems, heat networks or utility charging environments	E
4. Knowledge of regulatory and compliance frameworks relating to heat networks and energy billing	E
Skills and Abilities	
5. Excellent project management and organisational skills	E
6. Ability to analyse tariffs, costs, usage and trends and present findings clearly	E
7. Ability to communicate effectively with a wide range of audiences, including residents, councilors, senior managers and external partners	E
8. Ability to negotiate, challenge and hold partners accountable for delivery and effective contract and performance management	E
9. Ability to develop and maintain performance dashboards and management information	E
Experience	

10. Significant experience of managing complex projects from inception through to implementation and leading cross-functional teams and stakeholders to deliver organisational objectives	E
11. Experience of managing multiple workstreams, priorities, budgets and deadlines	E
12. Experience developing policies, procedures and operational processes	D
Equal Opportunities	
13. Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
14. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E