

Our Assessment Process

The sift and subsequent interview and assessment stages will review these criteria:

Essential Criteria	Assessed at Sift	Assessed at Interview / Assessment
1.1 Educated to A-Level or equivalent with relevant experience in projects and change management	✓	
2.1 Excellent organisational skills, and ability to prioritise workload, work flexibly and manage own and others' time effectively to meet agreed deadlines.		✓
2.2 Excellent interpersonal skills and ability to develop and maintain positive and professional working relationships.		✓
2.3 Excellent communication skills with the ability to communicate technical or complex information succinctly and effectively to a range of audiences and through a range of different media.		✓
2.4 Well-developed IT skills in using web-based packages and Microsoft Office products to a high standard including spreadsheets, process mapping, preparation of presentations and surveys. Collaborative working in MS Teams and documentation management in SharePoint alongside an understanding of PowerBI would be highly desirable	✓	
2.5 Analytical thinking with the ability to seek out, analyse and interpret information from a wide		✓

variety of sources, producing meaningful and accurate reports; excellent attention to detail		
3.2 Experience of writing high quality reports, presentations and other documents, such as communication plans and highlight reports.	✓	
3.3 Effective meeting support – preparing and distributing documents, taking minutes and typing up meeting outputs as necessary.		✓
3.4 Working in collaboration with diverse sets of stakeholders to deliver successful outcomes.	✓	
4.1 Works independently with minimal supervision and works at pace to ensure tasks are completed on time and to the required quality standards.	✓	
4.2 Uses sound judgement and initiative to resolve any unexpected problems with administrative or project support arrangements swiftly and successfully, alerting the change programme manager or project manager to any problems in good time.		✓
4.3 Highly motivated to deliver results and 'go the extra mile' to meet deadlines.		✓
4.4 Acts as an advocate for project and change management excellence, taking a proactive approach to their self-development and learning.	✓	
5.1 Self-aware and a role model for Audit Wales values and behaviours		✓

5.2 Flexible, willing to adapt to changing circumstances and deal with ambiguity.		✓
5.3 An awareness and commitment to equality and diversity	✓	
5.4 An awareness and commitment to the arrangements for health and safety	✓	