

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Project Manager - Strategy	<b>Grade:</b>	P05
<b>Reports to (Designation):</b>	Head of Strategic Regeneration	<b>Grade:</b>	SMG3
<b>Directorate:</b>	Place	<b>Department:</b>	Strategic Regeneration

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#### Main Purpose of the job:

- Lewisham is undergoing one of the most significant periods of regeneration in London. Major opportunities including the Bakerloo Line Extension, new proposed station at Surrey Canal, A205 South Circular improvements and the transformation of Catford town centre will redefine the borough's connectivity, economy, public realm and identity over the coming decade.
- As a Project Manager in the Strategic Regeneration team you will lead complex projects that sit at the heart of this ambition. While the role has strong project-management responsibilities, it also requires strategic insight, policy awareness and the ability to shape long-term place outcomes.
- You will work collaboratively across the Council, with the GLA, TfL, developers and community partners to ensure our infrastructure, regeneration and growth programmes are integrated, well-governed and deliver maximum public benefit.
- You will use best practice project management to achieve efficient and effective delivery of regeneration projects including budget monitoring, project review, project evaluation, communication and stakeholder engagement.
- You will support the Head of Strategic Regeneration to develop and manage working relationships with stakeholders, development partners, and residents to provide a high quality, proactive, and solution-focused approach to achieving regeneration outcomes.

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#### Summary of Responsibilities and Personal Duties:

- Lead and manage the delivery of major regeneration projects and workstreams, including complex capital schemes, ensuring robust governance, risk management, monitoring and reporting and outcomes are met.
- Support strategic planning, masterplanning and investment decisions across key growth areas, ensuring alignment with borough-wide priorities and emerging opportunities.
- Oversee multi-disciplinary teams (internal and external), consultants and technical specialists to deliver high-quality outcomes, ensuring compliance with procurement, financial and statutory requirements.

- Manage project risks, dependencies and interconnections across multiple workstreams, maintaining clear reporting to governance boards.
- Support funding bids and business case development for major infrastructure and regeneration schemes.
- Work closely with all stakeholders in order to ensure that their requirements are considered and met.
- Develop sound working relationships with officers within the division, across the Directorate and the Council and with Members as required.
- Deliver project and programmes in accordance with the Council's project management processes and procedures, to include risk management, stakeholder communications, requisite monitoring and reporting and take decisions in relation to project options within agreed tolerance levels.
- Develop project proposals through feasibility work, to test their deliverability and make recommendations on the necessary funding.
- Use relevant market knowledge and expertise to ensure that savings are made where possible and projects achieve value for money for the Council,
- Undertake commissioning, procurement and management of external support as required for the delivery of project/programmes in line with the Council procedures.
- Ensure providers strictly follow health & safety regulations and that any practices safeguard the Council against contractual and commercial risk.
- Responsible for specific workstreams within programmes and projects with GDV likely to be in excess of £100m in accordance with the Council's Financial regulations and Standing Orders.
- Prepare high-quality reports, business cases, committee papers and briefings to inform decision-making by senior leaders and Members.
- Ensure effective monitoring of service providers to ensure that contracts and associated services are delivered on time and within budget and monitored via the Council's performance and finance systems
- Attend Regeneration Board, Mayor & Cabinet and other Council meetings as required to ensure that the Council is able to make key decisions at the right time.
- To work within the Council's performance management framework reporting progress on schemes through agreed reporting lines.
- Ensure that corporate reporting with regard to agreed KPI's is carried out systematically.
- Lead engagement and consultation activities, ensuring transparency, inclusion and meaningful co-design with communities.
- Undertake other duties, commensurate with the grade, as required.
- All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.
- All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

- Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.
- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy. Address positively any regular issues arising within the workplace, the organisation or service delivery.
- Treat all information acquired through employment, both formally and informally, in strict confidence.

Internal Contacts: These include Chief Officers, Elected members, other Councilors, senior staff in other Directorates, members of the key governance boards and working groups.

External Contacts: This will include:

- Public sector: senior staff of local authorities and other public sector organisations (e.g., GLA, TfL and Homes England), senior central government staff, MPs, members of the public, local interest groups and voluntary sector organisations.
- Private sector: private sector organisations, consultants, developers, strategic partners and stakeholders, contractors and suppliers, professional bodies.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	0	Grade	No of posts
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Number of partially managed staff:

Title:	0	Grade	No of posts
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## PERSON SPECIFICATION

**Job Title:** Project Manager - Strategy

**Grade:** P05

**Department:** Strategic Regeneration

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	<b>S</b>
<b>Knowledge</b>	
Strong understanding of regeneration and/or transport-led development and/or planning	
Comprehensive knowledge of the environmental and regeneration issues facing the borough	<b>S</b>
Excellent knowledge of regeneration and the external funding sources and regimes available	
Good knowledge of the principles of financial management and control, including management of major capital projects and programmes	
Good working knowledge of the principles of project and programme management, contract and stakeholder management	
Good knowledge of procurement practice	
Good understanding of the political interface in a local authority and the role and needs of elected members	<b>S</b>
Good knowledge of risk management	
<b>Skills</b>	
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	<b>(To Be Tested – T)</b>
Excellent analytical, mathematical, and creative problem-solving skills	
Good financial management skills	
Good commercial instinct	
Highly effective written and oral communication skills	<b>T</b>
Excellent listening and interpersonal skills	
Excellent stakeholder management skills	
Excellent monitoring and reporting skills	
Highly self-motivated and directed	
Ability to effectively prioritise and execute tasks in a high-pressure environment	
Strong customer service orientation	
Excellent organisation and project management skills	
<b>Experience</b>	
Significant experience of managing complex regeneration, development or infrastructure programme/projects environment	<b>S</b>
Significant experience of planning and managing the deployment of project resources to meet project milestones	

Significant experience of successful budgetary management and control	<b>S</b>
Significant experience in managing issues and risks and managing multiple stakeholders	<b>S</b>
Significant experience of contract/relationship management with track record of successfully commissioning, instructing and client managing a range of professional consultancy services.	<b>S</b>
Significant experience of personally managing large scale projects and successfully realising a range of benefits	
Experience with major transport or infrastructure projects.	
Understanding of viability, funding models and development economics.	
Significant experience of working on own initiative as well as in a team orientated, collaborative environment	
Experience of communicating with a wide range of stakeholders	
<b>General Education</b>	
Educated to degree level in built environment related field or equivalent experience	<b>D</b>
Recognised project management qualification or significant relevant experience.	
<b>Personal Qualities and Aptitude</b>	
A strong and highly motivated team player with credibility who commands confidence	
Regularly reviews and takes responsibility for the quality of the service and acts upon customer/stakeholder feedback to improve both quality and delivery.	
Acts firmly and decisively both corporately and collaboratively	
Not easily discouraged	
Flexible, innovative, and creative approach	
Committed to achieving and exceeding performance targets	
Belief in providing customer orientated service	
Ability to interpret service quality and continuous improvement.	
To establish effective and productive working relationships with elected Members and other key stakeholders.	
To both manage and support while maintaining high levels of accountability throughout the organisation.	
<b>Circumstances</b>	
Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	
<b>Physical</b>	
Generally candidates must meet the standard Lewisham requirements for the post	

**DBS Disclosure Required**    **Basic**     **Standard**     **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)