

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Project Manager	Grade:	PO4
Reports to (Designation):	Transformation Delivery Lead/Programme Manager	Grade:	P08/SMG1
Directorate:	Chief Executive's Directorate	Section:	Strategy, Transformation, Equalities and Performance

Main Purpose of the job:

- As a Project Manager in Lewisham's Transformation Delivery team, you will lead the delivery of complex, high-impact projects that drive real change across the council. You will be a hands-on problem solver, working closely with services to design and implement practical solutions that improve outcomes for residents, staff and / or the Council.
- This role is about making things happen — taking initiative, navigating challenges, and keeping momentum. Working in a matrix environment, you will provide expert project management support across services, helping to embed new ways of working and deliver measurable outcomes for Lewisham's residents.
- With a strong aptitude for collaboration, you will drive projects from planning through to implementation, using a flexible, user-centred approach and drawing on a range of methodologies including Agile and Prince2.

Summary of Responsibilities and Personal Duties:

Core Responsibilities (PO4)

- Lead the delivery of transformation projects from initiation to completion, ensuring alignment with corporate priorities and service improvement goals.
- Apply appropriate project management methodologies (e.g. Agile, Prince2, Lewisham Change Framework) to plan, execute, and monitor projects effectively.
- Collaborate with services across the council to co-design solutions, troubleshoot delivery challenges, and embed new ways of working.
- Support benefits realisation planning and ensure outcomes are measurable and meaningful.
- Proactively manage project risks and issues, escalating where necessary and driving resolution.
- Identify and manage dependencies across projects and services, ensuring alignment and co-ordination
- Monitor resource allocation and flag gaps or risks to delivery
- Build strong working relationships with internal and external stakeholders to ensure successful project delivery.
- Provide clear, timely, and tailored reporting to senior managers, sponsors, and boards.

- Champion user-centred approaches and inclusive engagement throughout project lifecycles.
- Contribute to the development and use of practical tools, templates, and resources to support project delivery.
- Attend and contribute to project boards, working groups, and review meetings as required.

Internal Contacts: This will include Programme Managers, Business Analysts, IT & Digital colleagues, Chief Officers, elected members, other Councillors, senior staff in other Directorates, members of the key governance boards and working groups.

External Contacts: This will include residents, public sector partners and colleagues in similar roles across local government for knowledge sharing.

As a Lewisham Officer you will:

- Be responsible for professional advice and support in the service area to deliver in partnership with others the councils' vision, values and ways of working.
- Ensure the delivery of identified service objectives and continuous improvement of service targets.
- Ensure performance and quality improvement through supporting and nurturing others to lead and manage innovative approaches to achieving results.
- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.
- Carry out these and any other duties within the scope of the post flexibly and with full regard to the confidential nature of the post.
- 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 always comply with the Council's Health & Safety policies and procedures, 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. Undertake other duties, commensurate with the grade, as may reasonably be required.
- To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- All employees are required to always comply with the Council's Health & Safety policies and procedures, taking due care for themselves, colleagues, and members of the public.

Consideration will be given to making reasonable adjustments 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: 0

Number of partially managed staff: *Responsible for matrix managing project teams of various sizes.*

PERSON SPECIFICATION

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Reports to (Designation):	Transformation Delivery Lead/Programme Manager	Grade:	P08/SMG1
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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 but 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.

Knowledge	PO4	
	<ul style="list-style-type: none"> • Understanding of project and programme management principles and techniques. 	S
	<ul style="list-style-type: none"> • Understanding of team dynamics and collaborative working. 	S
	<ul style="list-style-type: none"> • Awareness of information governance issues and relevant legislation. 	S
	<ul style="list-style-type: none"> • Awareness of procurement processes and principles. 	S
Experience	PO4	
	<ul style="list-style-type: none"> • Experience managing projects in a complex organisational environment. 	S
	<ul style="list-style-type: none"> • Experience working within a structured project office environment. 	S

	<ul style="list-style-type: none"> • Experience supporting service transformation and change initiatives. • Experience of process redesign and implementation. 	S S
Skills and Aptitude	PO4 <ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Ability to manage multiple priorities and remain calm under pressure. • Excellent written and verbal communication skills. • Ability to lead, motivate, and support teams. • Ability to build effective working relationships across the organisation. • Proficiency in MS Office tools (Word, Excel, PowerPoint, Visio). • Flexible and proactive approach to delivery. 	S S S S S S S S
General Education	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience. 	
Equality & Diversity	Demonstrates a strong understanding of and commitment to Equality, Diversity, and Inclusion, and how these principles apply to the role.	
Personal Qualities	Candidates are expected to adhere to Lewisham's values Ambitious Inclusive Collaborative Accountable Trustworthy	
Circumstances	Must be prepared to work outside normal office hours in order to meet strict timetables and achieve required outcomes.	

DBS Disclosure Required? No