LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	IT Project Manager	Grade:	PO6
Reports to (Designation):	IT Programme Manager	Grade:	PO8
Directorate:	Corporate Resources	Section:	IT & Digital Services

Main Purpose of the job:

- Working within the IT and Digital Service division, you will work closely with services to deliver corporate projects including transformation, service delivery, business and behaviour change projects and new ways of working.
- You will be responsible for leading and delivering projects using new approaches and embedding change initiatives. As such you will be a dynamic project manager, keen to deliver a breadth of projects and initiatives. You will be expected to bring your experience of core project management responsibilities such as planning, reporting, risk management and benefits in an adaptable manner.
- As a project manager with an aptitude to working with others, you will support new initiatives across the organisation. You will be working with a range of project methodologies including both Prince2 and Agile project management methodologies and techniques and be able to identify the most appropriate method for the project at hand. You will take and help to embed a user-centric approach to projects across the organisation.

Summary of Responsibilities and Personal Duties:

The Project Manager will:

- Lead on a range of dedicated projects, including technical and non-technical, which will involve the following:
- Plan projects, with local and contracted subject matter experts to deliver change and new capabilities.
- Create and maintain project plans for delivery and reporting purposes
- Identify and mitigate risks within your projects, ensuring that records are up to date and escalation routes are utilised promptly
- Create and support project teams
- Plan projects and initiatives in line with the Council's project management framework to capture key activities, milestones, risks issues and benefits
- Establish and maintain project governance that provides quality and risk assurance · Report regularly on project progress through standard reporting and governance processes and demonstration of project outputs
- Provide project updates in written, graphical, and numerical formats for dissemination to Programme Boards supporting effective governance. Present information to Project or Programme boards where required.
- Work with the Lead Business Analyst to effectively introduce, embed and sustain new initiatives
- Ensure benefits are identified, understood, measured, tracked, and owned to ensure they are delivered

- Effectively manage project budgets in accordance with the Councils Financial procedures and standing orders
- Ensure that realistic project, quality, communication, and risk plans are prepared and maintained for projects and sub-projects.
- Ensure that projects are formally closed and reviewed, that lessons learned are captured, appropriate action taken and to produce appropriate documentation to support these processes.
- Lead multiple project teams, allocating and monitoring tasks, motivating staff and appraising individual performance.
- Ensure that projects are delivered to scope, within budget and to agreed timeframes, prioritising the work that needs to be done against the capacity and capability Programme team.
- Work with multidisciplinary teams of stakeholders from a variety of business areas.
- Lead on prototyping, evaluating, and delivering new and innovative initiatives, iterating solutions in response to user feedback using design led or Agile methodology.
- Build productive working relationship with our suppliers to ensure that projects are consistently delivered on time.

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

Title:	Grade	No of posts
IT Project Officer	PO3	1

Number of partially managed staff: N/A

Title:	Grade	No of posts

PERSON SPECIFICATION

JOB TITLE: IT Project Manager **POST NO:** tbc

DEPARTMENT: Corporate Resources **GRADE: PO6**

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.

Equality & Diversity

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community
- Understanding of how equality and diversity relates to this post.

Knowledge, Aptitude & Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested)

- Substantial knowledge of PRINCE2 and Agile project management methodologies and processes **S**
- Knowledge of user-centric design
- Knowledge of Delivery Management
- Ability to provide constructive challenge to senior management on change proposals which will affect own business area **S**
- Ability to encourage a culture of innovation focused on adding value, providing the space for people to think creatively **S**
- Ability to work closely with senior managers to understand strategic requirements and to translate these into business cases for change.
- Ability to co-ordinate and effectively time manage
- Ability to identify and apply different project management methodologies to different projects
- Excellent communication skills both written and verbal
- Excellent project management skills
- Effective budget management skills

Experience

- Substantial experience of having effectively managed projects in a large organisation from initiation through to implementation. **S**
- Experience of building effective working relationships and achieving agreed objectives through strong negotiating and influencing and by working in partnership with senior managers and staff at all levels of the organisation
- Experience of identifying the key issues in complex problems and of identifying the best options to resolve these issues in partnership with stakeholders. **S**

- Experience of making difficult decisions by pragmatically weighing the complexities involved against the need to act
- Experience of applying new technologies to facilitate business change **S**
- Experience of leading, managing, and motivating teams of project staff to deliver high-quality and effective services.
- Experience of using appropriate software to manage projects such as Visio, Project, Lucidchart or equivalent. **S**

General Education

Educated to degree level or relevant experience

Personal Qualities

Candidates are expected to adhere to Lewisham's values

Circumstances

N/A

DBS Disclosure Required? **No** [x] **Basic** [ ] **Enhanced** [ ]

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post