

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Project Officer	Grade:	PO3
Reports to (Designation):	Programme Manager	Grade:	PO8
Directorate:	Corporate Resources	Section:	IT & Digital Services

Main purpose of the job:

- To support project and programme managers in the Digital Product and Development Team in developing and successfully implementing, multiple digital projects across the organisation.
- To support the Programme Manager with tracking, reporting and co-ordination across projects and programmes being delivered or supported across the IT & Digital Services division. To work closely with colleagues and stakeholders contributing to the success and development of a strong project management framework for relevant programmes/projects.

Summary of responsibilities and personal duties:

- Lead on the implementation of specific projects/programmes ensuring the required outcomes are met.
- To deliver on projects assigned to an agreed direction, timescale and budget.
- Take decisions in relation to project options within agreed tolerance levels.
- Undertake commissioning, procurement and management of external support as required for the delivery of project/programmes in line with the Council procedures.
- To work closely with staff within the division and wider Directorate/Council to ensure the optimum delivery team and corporate delivery priorities are met
- To work closely with all stakeholders in order to ensure that their requirements are considered and met.
- To develop and implement appropriate project controls and systems to ensure effective management of risk and financial probity.
- Oversee and coordinate the work of all staff involved in the project(s) (internal/external)
- 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

- To ensure schemes are managed within programme and budget in accordance with the Council's Financial regulations and Standing Orders.
- To develop sound working relationships with officers within the division, across the Directorate and the Council.
- Attend Council and external meetings as required, advise service directorates on project related matters.
- Work within the Council's performance management framework reporting progress and ensuring that accurate records are maintained and that management and reporting information is readily available.
- Ensure project delivery in accordance with the Council's project management processes and procedures, including risk and issue management, and stakeholder communications.
- Ensure that corporate reporting with regard to agreed KPI's is carried out systematically.
- Develop sound working relationships and ensure effective consultation with all those having an interest in relevant Projects including residents, local businesses, the general public, other directorates, elected Members, the Local Planning Authority and other statutory bodies

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 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.

- 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.

Consideration will be given to making reasonable adjustments for a disabled postholder.

Internal contacts: These include Project and Programme Managers, senior managers across the council, Elected members, members of key governance boards and working groups.

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

Management will include internal and external project team members as required.

Person Specification

Designation:	Project Officer	Grade:	PO3
Reports to (Designation):	Project Manager	Grade:	PO6
Directorate:	Corporate Resources	Section:	IT & Digital Services

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. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your Application Form.

Equal Opportunities	
Commitment to implement the Council's Equal Opportunities Policies. Awareness of equal opportunities issues.	S1
Knowledge	
Understanding of the issues facing the management of a public sector organisation	
Knowledge of the key issues, developments and application of information technology and digital solutions.	S2
Knowledge of the principles of financial management and control	
Good working knowledge of the principles of project and programme management.	S3

<p>Aptitude</p> <p>Ability to interpret service quality and continuous improvement.</p> <p>Able to establish effective and productive working relationships with elected Members and other key stakeholders.</p> <p>Ability to both manage and support while maintaining high levels of accountability throughout the organisation.</p> <p>To be self starter</p> <p>To work with and problem solving with IT systems</p> <p>Able to work effectively in a team.</p> <p>Ability to effectively prioritise and execute tasks in a high pressure environment.</p>	S4
<p>Skills</p> <p>Effective written and oral communication skills.</p> <p>Excellent interpersonal skills, with the ability to listen and understand the needs of the client or customer and be able to deliver appropriate and innovative solutions.</p> <p>Excellent monitoring and reporting skills.</p> <p>Highly self motivated and directed.</p> <p>Good computer skills including proficient use of databases.</p>	S5
<p>Experience</p> <p>Experience of working in a programme/project environment and personally managing projects/programmes to successful outcomes.</p> <p>Experience of co-ordinating others to successfully deliver to specified outcomes.</p> <p>Experience of the successful budgetary management and control.</p>	S6

Experience of working on own initiative and as an effective team member. Experience of communicating with a wide range of stakeholders.	S7
Qualifications Recognised project management qualification or relevant experience.	S8
Personal Qualities A strong and highly motivated team player. Not easily discouraged. Demonstrates flexibility and embraces change. Committed to achieving and exceeding performance targets. Belief in providing customer orientated service. Flexible, innovative and creative approach.	
Circumstances 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.	S9
Physical Generally must meet LB Lewisham requirements for the post.	

DBS Disclosure Required? **No** **Basic** **Enhanced**

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

Physical.

Generally candidates must meet the standard Lewisham requirements for the post

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 requirements.