

Job Description



Job Title: Project Manager, Projects (Assets)	Service Area: Property	
Directorate: Inclusive Economy, Housing, Culture & Property	Post Number:	Evaluation Number: JE 7478
Grade: P05	Date last updated: June 2025	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

Responsible for the delivery of projects as assigned by the Head of Project Management/Senior Project Manager, ensuring the projects are delivered on time, within budget and to the agreed quality criteria. This will include information/matrix management responsibilities across project teams.

Responsible for the project management of complex and high value projects at any one time.

Represent the authority on the project group for these schemes, ensuring that appropriate instructions are given to the relevant technical officer(s)/client representatives and others as required.

Liaise directly with key stakeholders/clients regarding their projects (e.g. senior managers, external and internal stakeholders such as operational services, commissioners, school

teams governing bodies/Academy Trusts/partners), developing and maintaining effective partnership relationships with them.

Liaise directly with other project officers and managers in relevant teams on design/technical, programming and contractual matters relating to these schemes.

Liaise directly with senior staff elsewhere in the council (e.g. finance/procurement, audit/risk, legal and planning) on issues relating to these schemes.

The post holder may be required to take on line management responsibility for people and resources relating to assigned projects from time to time.

Job Summary

The Project Manager role sits in the Project Management function of the Projects (Assets) Team, which is part of the Inclusive Economy, Housing, Culture and Property Directorate. Its focus is on the delivery of a range of assets projects on behalf of the Council delivering them on time, within budget and to the agreed quality criteria. The role involves matrix management of project teams set up to deliver the projects, as well as project reporting and working with people at all levels internally and externally.

The role reports to the Head of Project Management but will also be matrix managed by the Senior Project Manager.

The post holder will be expected to deputise for the Senior Project Manager during their absence.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Responsible for project managing the delivery of multiple capital programme schemes at any one time to schedule, to budget and to agreed quality standards using appropriate project management systems and tools as required by the Council.
2. To lead and manage the work undertaken with clients, project sponsors and other stakeholders to take individual schemes through the capital programme development and approvals process in a timely, collaborative manner.
3. Lead and manage a project team delivering individual schemes, ensuring in conjunction with the Property Procurement and Team Technical Leads, that the relevant procurement vehicle delivers the scheme as agreed and working with all parties to resolve any issues that arise in doing so.
4. Responsible for budget management of every project assigned to the post holder, including financial reporting and forecasting of projects to the Assistant Director, Projects (Assets), Head of Project Management, Senior Project Manager, Project Board and others, alongside accurate financial reporting on the Council's PBCS system.

5. Responsible for drafting project briefs, including agreeing objectives and supplying information for allocated projects.
6. Responsible for the project management documents, eg: project brief, risk and issue logs, project plan, RACI table, communications plan, project tracker, budget spreadsheet, and ensuring they are created, used and monitored throughout the project lifecycle.
7. Responsible for working with the Team Technical Lead and Property Procurement lead to ensure that best value is achieved for every project.
8. Responsible for preparing Gateway Review Group reports and attending the panel as required, alongside the Property Procurement and Team Technical Leads.
9. Responsible for report writing as required for each project, using the Council's correct governance, ensuring sign off by the Head of Project Management, Assistant Director, Projects (Assets) and ensuring this is done in a timely manner to avoid project slippage.
10. Responsible for managing consultation with project sponsors and stakeholders as required on individual projects.
11. Lead and manage the handover process of sites to clients when construction schemes are completed.
12. Responsible for arranging training to building users at handover to ensure systems are understood and can be operated by non-technical persons.
13. Responsible for monitoring and recording the progress of individual schemes at all stages, taking action on slippage and reporting on progress to the Head of Project Management. This includes financial reporting.
14. Responsible for adhering to the Council's governance, procurement and financial processes and preparing governance reports and reports to the project/programme board on all aspects of project progress as required, identifying risks and issues, reporting on budgets and progress.
15. Responsible for identifying and recording risks, ensuring mitigation takes place, and to escalate issues when appropriate to senior management/stakeholders and/or through the project/programme governance structure.
16. To ensure decisions made on individual projects through the project governance structure are communicated as required and implemented.
17. Responsible for adhering to the Council's Contract Standing Orders and other policies and ensuring other team members do the same.
18. Responsible for ensuring that all change control procedures are adhered to for these schemes and that decisions made are signed-off at the appropriate level.
19. To lead on briefing and advising clients on all matters concerning their project(s) and act as their main point of contact.
20. Work collaboratively with colleagues in client services to help achieve the broader project objectives.
21. To actively promote achieving value for money, environmental priorities and innovation throughout the project delivery process.

22. Work collaboratively and positively as part of the wider Project Management Team.
23. Create and develop policies that will drive and improve project delivery within the team, collaborating with other team members to do so.
24. Responsible for co-ordinating project related communications, preparing a communication plan where appropriate.
25. Acting as first point of contact for project stakeholder groups, including local residents, action groups, school staff and councillors for all aspects of a project as appropriate.
26. Advise senior management on issues that arise throughout the project lifecycle, including problem solving/creative solutions to such issues.
27. Responsible for managing multi-disciplinary teams from within the Council and externally, ranging from Directors through to consultants, contractors, design teams to ensure successful project delivery.
28. Responsible for using the Council's project management system (Verto) to provide accurate reporting to Senior Managers and the Council's Finance Team.

Other Duties

- To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council policies and procedures.
- To understand and comply with the Council's equal opportunities policy.
- To deal with Safeguarding issues that might arise in line with the Council's policies and procedures.
- Be aware of the Council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence.
- Operates an ethos of joint working with other Council teams and external suppliers.
- The postholder will be expected to carry out such other reasonable duties which may be required from time to time.
- To attend range of meetings and panels as required.
- The postholder will be required to work up to 36 hours per week and occasional requirement to work outside 'normal' office hours/as required by their line manager.
- The role is delivered via hybrid working, ie office, on-site and working from home.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: • Knowledge of project and programme management from inception through to completion in relation to major capital schemes. • Comprehensive knowledge of project/programme management methodologies such as Waterfall/PRINCE2/AGILE. • Knowledge of the construction industry and delivery of projects in that environment. • Knowledge of Health and Safety/statutory compliance and Equality Act Regulations as they relate to projects in construction.	Application and Interview Application and Interview Application and Interview Application and Interview

EDUCATION/QUALIFICATIONS • PRINCE2/Agile Foundation/Practitioner. • Project management related qualification or relevant project management experience. • Willing to undertake a recognised project management qualification.	Application and Interview Application and Interview Application and Interview
SKILLS AND ABILITIES: • Ability to influence and gain commitment from a variety of stakeholders, ensuring good communications and engagement at all levels. • Excellent project skills - organisation, thinking ahead, planning, information distribution and looking for the possible pitfalls and preparing in case they happen. • Ability to work effectively in liaison with a large number of people who may represent different views and priorities. • Excellent diplomacy and negotiation/mediation skills. • Ability to grasp and interpret complex issues quickly and convey these in simpler terms to relevant audiences. • Ability to compile complex documentation to meet project approval requirements. • Ability to contribute effectively to the overall management of the Projects (Assets) capital programme. • Understanding of the scope and content of current legislation and policies which will impact on capital projects. • Successful experience of liaising and negotiating with a wide range of organisations and contractors in delivering projects, ideally including on major construction or refurbishment schemes. • Successful experience of managing large and complex projects to tight time and budget constraints. • Successful experience of stakeholder and partnership management, ideally including both public and private sector partners. • Experience of report writing and good written skills. Experience of utilising procurement systems to seek best value for the Council. • Excellent budget management, forecasting and reporting skills.	Application and Interview Application and interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview

Ability to problem solve and propose solutions to difficult issues that arise as part of project delivery.	Application and Interview
PERSONAL STYLE AND BEHAVIOUR: - Ability to work with honesty, integrity, transparency and discretion in circumstances that require balanced decisions in a pressurised environment. - Highly developed interpersonal skills. - Shows a resilience and tenacity under pressure. - Demonstrates strong interpersonal and networking styles. - Shows a high drive for achievement. - Demonstrates strong commitment to the promotion of equal opportunities. - Demonstrates attention to detail - Exemplifies the Council's HEART values. - Good team player, willing to support and work with the wider team and others. - Resilient. - Values continuing professional development and self-improvement.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
OTHER SPECIAL REQUIREMENTS: Ability to work occasional evenings, weekends and Bank Holidays to meet project delivery requirements.	Application Form/Interview