



Position description

Position title	Project Management Lead
Group / Branch	Enterprise Transformation & Delivery
Reports to (Title)	Senior Manager - PMO
Competency level	Senior Leader

Job Purpose

South East Water has a vision of “creating a better world for our customers with forward thinking water solutions for all and always that don’t cost the earth”. This means working with our customers, helping them to conserve water, and using water to enable thriving communities.

We believe that digital and emerging technologies have a critical role to play in enabling us to provide the highest quality water and sewerage services for our customers, as efficiently as possible and ensure we deliver on our vision.

As the Project Management Lead, you will lead and directly manage the delivery of technology and business solutions combining strategic oversight with hands on execution. You will coordinate, guide and where required, actively manage projects to ensure successful delivery against scope, schedule, and quality objectives. This role involves leading project teams to foster effective collaboration, clear communication, and accountability, while ensuring all team members understand their roles and responsibilities.

Cultivating a positive and high performing team environment, you will manage portfolio-level risks, issues, and dependencies, and proactively resolve conflicts and resource contention across the Project Management team.

Key Accountabilities

The Project Management Lead role will:

- Provide strategic programme management
- Provide leadership of the Project Management team including maturity development of the Project Management practice including methodologies, resources and tools
- Assist in the development and maintenance of the Digital and Technology (D&T) roadmap
- Directly manage projects as delegated by the Senior Manager - PMO
- Ensure the team are adequately resourced and priorities managed accordingly



- Drive project performance, delivery and outcomes, undertaking reviews as required and incorporating learnings into future projects.
- Direct involvement in problematic, stalling projects to ensure they return to a green/healthy state.
- Management of Portfolio risks and Issues
- Serve as a point of escalation for project, people and process issues
- Lead the project management community of practice in collaboration with other project management leads across the organisation.

Technical requirements

- Proven experience in technology delivery, portfolio management, or IT leadership roles.
- Experience and knowledge of system integrations, software development life cycles, and agile methodologies.
- Excellent leadership and people management skills, with the ability to build and lead high-performing teams.
- Strong problem-solving and decision-making abilities.
- Proficiency in the development and refinement of portfolio management tooling and frameworks

Knowledge, Skills & Experience

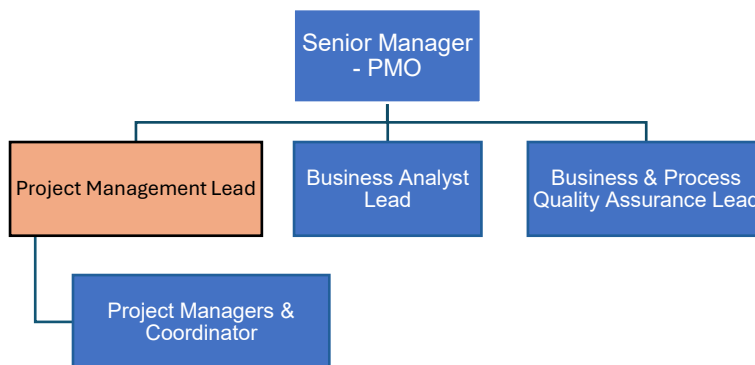
- **Team Leadership and Management:** To guide the team, ensuring everyone is aligned on project goals, fosters a collaborative environment, and addresses any issues or conflicts that may arise.
- **Motivation and Support:** Provide motivation and support to team members, fostering a sense of purpose and encouraging them to contribute their best work.
- **Task Management:** Assign tasks, delegate responsibilities, and monitor progress to ensure the team stays on track
- **Analytical Skills:** Strong ability to analyse data and identify trends and patterns
- **Communication Skills:** Excellent written and verbal communication skills to effectively convey information to various stakeholders
- **Stakeholder relationship development and management**
- **Project Management Knowledge:** Strong familiarity with project management methodologies and best practices
- **Data Management:** Proficiency in data collection, storage, and analysis using various tools and systems
- **Financial Acumen:** Understanding of financial concepts and their application to project management.
- Demonstrated knowledge of Microsoft Excel, Word and PowerPoint
- Ability to perform a range of varied tasks with strong prioritisation skills
- Confidence in engaging with stakeholders at all levels
- Experience in administering financial reports



Dimensions

The role will report directly into the Senior Manager PMO and work closely with the Business Analyst Lead & Program Directors to facilitate the delivery of initiatives within D&T & the broader organisation.

Organisational Chart



Number of people managed:

6

Size of budget managed:

Nil.

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out-of-hours support from time to time as required.