



Job Profile

Cost Controller

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio and Project Management	Career Stage	D
Job Function	Cost/Schedule Control	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	7/03/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

The purpose of the position is to deliver project cost control services to Major Projects including planning, estimating, budgeting, funding, and controlling costs across the project lifecycle to enable the delivery of projects within the approved budget.



Accountabilities

Job Specific	Technical - Working with the project management teams to establish and manage project budgets, estimate-at-completion, and cash flow forecasts to support the project teams in delivering within the agreed budget allocation. - Ensure compliance with business rules pertaining to cost management across Major Projects including alignment of budget, commitment and cost and financial data validation - Provide analysis and commentary on projects performance including monthly/quarterly/ad hoc reporting to the Major Projects leadership team and other key stakeholders to ensure that expenditures are kept within the project budget. - Review and monitor project total expenditure including verifying and checking of invoices and claims from suppliers, vendors, and subcontractors to ensure that all project expenditures are captured and properly recorded. - Review contract packages for contractors and sub-consultants to ensure necessary budget and/or contract capacity exists. - Review and analyse Major Projects Contractor payment claims for accuracy, earned to date values and legitimacy of charges, and that commitments and expenditures are allocated appropriately. - Perform cost-to-complete analysis for all cost elements within a project taking into consideration staffing plans, contract commitments, expenditures to date, change orders and trends. - Attend project meetings and discussions with project management teams and Major Projects Contractors, in order to provide current financial information and the implications for project expenditure. - Coordinate and work with project management teams to resolve project issues to ensure the delivery/completion of the project work. - Analyse compensation event values against current budget and prepare reconciliations to include in the current forecast at completion. - In the relevant systems, update contract commitments, reconcile and analyse actual expenditures and monitor trend status. - Educate, and work with, the projects teams on processing project transactions, usage of the systems so transactions are entered correctly and quickly with no adjustments needed. - Provide cost control and planning advice to internal project team as required. System - The role is accountable for supporting the implementation of Major Projects cost control systems and for their consistent applications across projects. Process - Required to follow all Sydney Water systems, processes, policies and procedures, and Delivery Management approved processes associated with the Delivery of Projects. This role is accountable for supporting the development and implementation of DM project cost control processes in alignment with Sydney Water's overarching financial policies, procedures and processes.
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Education / Qualifications

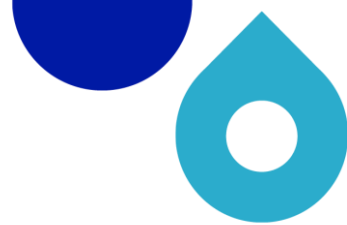
Required	Tertiary qualifications in engineering, commerce or in a similar discipline or experience deemed equivalent.
Desired	- Project Management qualifications desirable - Cost control related qualifications desirable

Certifications / Licences

Required	
Desired	

Experience

Required	- Minimum 7 years of experience in project estimating, cost control and analysis in design and construction and/or maintenance delivery within the infrastructure/utilities sectors - Demonstrated project cost control experience, including project costing, budgeting, forecasting, reporting and analysis in a complex project environment. - Experience developing briefing papers and information packs related to project costs. - Demonstrated knowledge of project accounting policies, project appraisal, project planning & budgeting, and project reporting requirements. - Sound technical skills in project cost planning, scheduling, cost control and reporting. - Skilled in oral and written communication, with demonstrated skill in presenting cost engineering information to management/clients. - Demonstrated skill in identifying, analysing, and solving problems. - Sound analytical and problem-solving skills. - High attention to detail and strong focus on accuracy. - Ability to work in a fast-paced environment with competing demands on time and resources. - Strong capability to effect positive business change, working across organisational reporting lines and building enhanced commercial capability. - Expertise in establishing solutions to address control deficiencies and regulatory exposure by designing sustainable and effective controls and governance frameworks.
Desired	



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Cost Control	1	Essential	Developing
Forecasting	2	Essential	Developing
Budgeting	3	Essential	Developing
Business Acumen	4	Essential	Developing
Project Controls	5	Essential	Developing
Interpersonal Communications	6	Essential	Developing
Decision Making	7	Desirable	Developing
Solutions Focused	8	Desirable	Developing
Stakeholder Management	9	Desirable	Developing
Project Management	10	Desirable	Developing
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.