



Job Profile

Assistant Project Manager

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio & Project Management	Career Stage	D
Job Function	Business Project/Program Management	Career Stream	Leadership
Coverage and Level EA = Enterprise Agreement ICE = Individual Contract of Employment	EA	Last Modified Date	1/04/2024
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

Successfully project manage planning projects to ensure the timely initiation, development and completion of plans to facilitate Sydney Water's \$2.5-4B/annum capital program. This role will work under the supervision and guidance of a Senior Project Manager or Project Manager.



Accountabilities

Job Specific	• Undertake timely and to budget execution of assigned capital and operating budget planning Projects. This includes: • Development of business cases and other artefacts that meet Sydney Water's business expectations and achieve timely approval. • Development and implementation of Project Management Plans for each Program and/or project and reporting on progress throughout. • Ensuring project schedules are developed, updated, monitored and managed in line with the business expectations and that project schedule milestones are defined, measured, managed and met. • Ensuring project risks are effectively identified, mitigated and managed. • Providing timely and accurate reporting on project status, including Key Performance Indicators, cost, schedule, risk against the Project Management Plan. • Managing projects to agreed objectives, safety, quality and environmental requirements, timeframes, and scope. • Proactively managing stakeholder and community engagement and communications for the allocated Programs and/or Projects, ensuring alignment with overarching Sydney Water Communications and Engagement Strategy. • Assist where required in the development and/or implementation of the appropriate project, program and portfolio management practices, systems, tools and templates for planning activities to ensure plans are delivered to time, cost and quality requirements. • Ensure the resourcing tool for SPLA is updated and accurate for projects being managed and adequate resourcing is sourced for assigned projects. • Stay abreast of emerging approaches and bodies of knowledge around project management. • Ensure application of appropriate governance in accordance with delegation's manual and knowledge of Sydney Water's Procurement and Contracts Standards and procedures. • Ensure that contract management processes are adhered to by Sydney Water and the Supply Chain for the allocated projects where applicable. • Undertake post implementation reviews and capture lessons learned for continuous improvement of project delivery.
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Role Requirements

Education / Qualifications

Required	- Degree qualification in relevant discipline (Project Management, Portfolio and Program management or Engineering) - Post graduate qualifications in Program and Project Management or Engineering or similar related qualification will be highly regarded.
Desired	

Certifications / Licences

Required	
Desired	

Experience

Required	3+ years industry experience. - This role will work under guidance of a Senior Project Manager and/or Project Manager and desirable experience would include: - Project management experience on aspects of projects using best practice project management practices and methodologies for timely delivery of quality outputs. - Project Management skills (scheduling, cost management and issue/risk management, stakeholder management). - Proficient oral and written communication, negotiation and interpersonal skills for regularly consulting key stakeholders within and outside Sydney Water.
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
Project Cost Management	1	Essential	Developing
Project Schedules	2	Essential	Developing
Stakeholder Management	3	Essential	Developing
Risk Management	4	Essential	Developing
Business Writing	5	Essential	Developing
Interpersonal Communications	6	Essential	Developing
Contract Management	7	Desirable	Developing
Influencing Skills	8	Desirable	Developing
Change Management	9	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.