



Job Profile

Project Interface Manager

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio & Project Management	Career Stage	E
Job Function	Technical Project/Program Management	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	3/05/2024
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

Lead the coordination of capital and operational projects and activities that make up a program of work to deliver outcomes and benefits related to the organisation's strategic objectives. Ensure effective performance, communication, reporting and escalation of the program of work. Manage the interface between operations and project teams for hub/plant major projects and regulatory and strategic initiatives. Where the program of work dictates, this role may be required to oversee and manage aspects of plant operations to ensure integration of project delivery with core plant operations.



Accountabilities

Job Specific	Project Interface • Lead the effective interface between the Water Hub operations and project teams through all project phases for major projects from Project Initiation through to Close Out and Hand Over in accordance with approved Sydney Water Processes. • Provide operational input into the design process for all aspects of projects/tasks, ensuring operational and safety needs are met. • Proactively identify project and team interface issues and lead the facilitation of resolutions. Project Delivery • Participate in risk assessments and ensure that controls are implemented to manage the impacts of • project implementation (e.g. construction, commissioning and handover) on plant operations within the business risk appetite. • Ensure that key interfaces are managed, and participate in regular meetings to plan all work interfacing between operations and project delivery, e.g. outages and cut ins. • Ensure project work is coordinated with operations work and resources are provided to facilitate project work. • Ensure that project work during all project phases (e.g. scoping, design, implementation, construction, commissioning, and handover) complies with scope and meets operational requirements. • Identify commissioning and handover requirements based on the detailed design and provide detailed input into the plans. • Ensure defects are identified and rectified, confirming that all defects identified during the liability period have been addressed by the delivery partners/contractors. Systems • Ensure the scope of capex and opex projects include the update of relevant systems as required, including Maximo Leadership Expectations • Monitors work for operations and enabling team members (Process Engineers, Reliability Engineers, • Planning) working on the project, ensuring resourcing needs identified for the completion of work. • Lead and facilitate resolution of interface issues (between teams and between projects) with input from relevant teams and subject matter experts. • Lead the project management of all projects for the business, ensuring effective performance reporting and stakeholder engagement. • Lead communication with the Project Manager, Treatment Planning and the Planning Partner to ensure that the scope of capital project is sufficient to deliver the required business outcomes. • Makes day to day decisions on project interface matters to keep the project on budget and schedule whilst minimising impact on operations. • Changes to project scope or impacts to operations escalated to Hub Manager and/ or WQ Improvement Manager. • Foresee potential issues and challenges that may impact major projects by regular coordination with other interfacing capital and maintenance projects. • Role model Sydney Water values and behaviours and create a constructive and supporting working environment.
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	• Champion safety and wellness by ensuring that the assets and systems delivered under capital projects are safe to operate and maintain. • Provide mentoring, support, technical advice and training to assigned team members, and where the program of work dictates, day to day supervision and management. Safety Expectations • Ensure that safety of construction, operational and maintenance activities is considered during design and equipment selection • Role model positive safety behaviours to achieve zero harm and empower team to own safety in the Hub/ plants. • Ensure all audits, site inspections and observations are completed by self and the team, to a high level of quality and the outcomes shared within the Delivery Management Sydney Water community. • Participate in safety walks
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Role Requirements

Education / Qualifications

Required	University degree in Engineering or relevant discipline or relevant experience.
Desired	Formal qualifications in Leadership or Project Management desirable.

Certifications / Licences

Required	Relevant valid driver's licence required
Desired	

Experience

Required	5+ year's professional experience in plant operations/management. - Demonstrated experience in leading the planning and delivery of the operational aspects of complex projects. - Demonstrated experience in planning and/or managing the operational integration of medium to small engineering infrastructure projects. - Demonstrated experience in using engineering principles, methodologies, and tools - Ability to problem solve engineering and operational issues. - Intermediate skills in the facilitation of meetings and workshops to ensure effective outcomes. - Intermediate skills in the management and understanding of contractual, legal, commercial and legislative requirements. - A working knowledge in, and application of, appropriate legislation and corporate policies e.g. Sydney Water - Act, EP&A Act, Protection of the Environment and Operations Act, Freedom of Information Act, Workplace - Health and Safety Act and Contaminated Land Management Act. - Understanding of regulatory requirements as they relate to the design and implementation of small to medium capital projects within an operational plant.
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
Stakeholder Management	1	Desirable	Advanced
Project Schedules	2	Essential	Intermediate
Troubleshooting (Problem Solving)	3	Desirable	Advanced
Environmental Compliance	4	Essential	Advanced
Operational Risk	5	Essential	Advanced
Influencing Skills	6	Essential	Advanced
Relationship Management	7	Essential	Advanced
Workplace Safety	8	Essential	Advanced
Cost Benefit Analysis	9	Essential	Intermediate
Strategic Thinking	10	Desirable	Intermediate
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.			

Additional notes

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.