



Job Profile

Project Officer Hazardous Materials

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Science & Environment	Career Stage	C
Job Function	Environmental Management, Public Health and Circular Economy	Career Stream	Operational
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	EA	Last Modified Date	31/05/2024
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

This role supports projects/programs related to asbestos and other Hazardous Building Materials (HBM) across Sydney Water's land and property portfolio, aligned with legislative compliance and stakeholder expectations. The role also provides HBM technical support for business needs across the asset value chain.



Accountabilities

Job Specific	This role is responsible for supporting the delivery of HBM projects and programs, under Project Manager supervision and guidance. • Technical expectations • Application of HBM knowledge and capabilities in support of program/project outcomes • Account for stakeholder expectations within HBM plans, programs, projects and activities • Support continuous improvement within our HBM business processes • Support to Environmental Management System conformance. Natural Land Assets • Deliver assigned tasks related to the assessment, remediation and management of HBMs across Sydney Water's property/building portfolio • Provide technical HBM advice in response to service requests from within and external to the business, as needs arise across the asset value chain • Support the maintenance of HBM (Asbestos) Registers, the associated database and Sydney Water's HBM (Asbestos) Management Plan • Assist reviews of property/asset portfolio to identify any needs for new or updated HBM Registers • Support HBM risk management across Sydney Water's property/building portfolio, prioritising technical needs and ensuring legislative compliance with WHS regulations • Maintain external stakeholder relationships (land managers, EPA, SafeWork NSW) relevant to assigned tasks • Use centrally managed enterprise knowledge and business procedures to assure technical contributions • Apply technical capabilities in an efficient manner. Commercial and Legal Accountabilities • Engage PSC services - generally <\$50k, although some exceptions arise to meet procurement models. • Respond to statutory frameworks affecting HBM management functions - by seeking Project Manager direction.
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Role Requirements

Education / Qualifications

Required	- Tertiary qualifications in science, safety, occupational hygiene (or other relevant discipline).
Desired	

Certifications / Licences

Required	- Licensed Asbestos Assessor certification is well regarded. - Valid driver's licence and Construction Induction (white card).
Desired	

Experience

Required	- Approximately 3 years experience in asbestos / HBM assessment, remediation and management roles - Experience completing or supervising multi-site asbestos / HBM assessments and remediation - Experience procuring and managing field-based consultants and contractors undertaking high-risk asbestos works is desirable - Demonstrated experience in the identification and implementation of management strategies, corrective actions and risk mitigations related to asbestos and other HBM - Understanding and experience with major water or other similar utility. - Technical competency in HBM management, with demonstrated ability to align business outcomes - Applied knowledge of legislation, policy and industry standards related to asbestos, lead and other HBM - Ability to identify and manage issues associated with the planning and delivery of HBM project tasks - Organisational skills and ability to prioritise competing requirements in a high-volume work environment - Competent report writing skills needed for preparation of HBM related documentation - Effective oral communication, negotiation and interpersonal skills needed for dealings with stakeholders to achieve program/project outcomes
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	• Demonstrated ability to foster teamwork and to develop and maintain effective working relationships with internal and external stakeholders. •
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
Hazardous Material Containment And Control	1	Essential	Developing
Environmental Science	2	Essential	Developing
Report Writing	3	Essential	Developing
Teamwork	4	Essential	Developing
Organizational Skills	5	Essential	Developing
Interpersonal Communications	6	Essential	Developing
Stakeholder Management	7	Desirable	Developing
Environmental Compliance	8	Desirable	Developing
Relationship 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