



Job Profile

Property Asset Program Manager

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Engineering	Career Stage	E
Job Function	Asset Management	Career Stream	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	27/05/2022
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

To develop a program of work with a view to design, plan, coordinate, oversee and deliver projects for land and building assets across the Sydney Water Property Portfolio as required by asset lifecycle objectives supported by provisional and capital funding. Of significance, this position will require a concentrated effort to initiatives within the West Region focusing on construction, fit out, accommodation and amenities upgrades and building compliance. Externally, landscaping, fencing, drainage, and erosion control may form part of the portfolio project requirements.



Accountabilities

Job Specific	• Oversee programs, issue instructions, manage tasks and modular components of projects (at all levels of risk/complexity) from project initiation to completion. • Develop, manage and update Project Management Plans (PMP) with clear targets, objectives, KPI's, scope of work, milestones, risks, controls, costs and deliverables which meet the business needs and ensure the effective delivery of the project. • Prepare business cases for projects. • Ensure Post Implementation Reviews are conducted for all projects, outcomes are documented and lessons learned are shared within Property Services. • Prepare and deliver high level and technical advice, reports and submissions • Ensure business case and contract variations are identified, registered, validated, tracked and approved. • Report on project status including KPI's, cost, schedule, risk and any variations • Ensure plans and resources are able to organise and control conflicting priorities between projects • Ensure Quality, WHS and Environmental plans are developed, reviewed, approved and monitored to ensure compliance to contract and SWC Management plans • Ensure Industrial Relations (IR) risk is known and mitigated and ensures the project/contractor IR Plan is approved and adhered to • Ensure meetings are held and documented with Service Providers/Contractors, including activity and work- based pre- planning • Ensure defects are identified, registered, tracked, rectified and closed out • Sound knowledge of relevant legislative and compliance requirements (such as Work Health and Safety and Building Code of Australia) • Demonstrated Project Management expertise in Civil, Workplace, Fit Out, Construction, Restoration & Heritage programs or similar.
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Role Requirements

Education / Qualifications

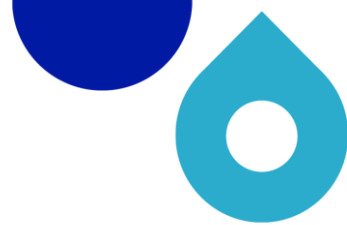
Required	• Relevant degree qualification (property, project management, engineering, architecture) or experience deemed equivalent • Appropriate property qualifications leading to Engineers Australia or similar membership.
Desired	•

Certifications / Licences

Required	•
Desired	•

Experience

Required	• 10+ years' experience working in design and construction, and/or project management • Demonstrated experience in managing the delivery of multi-disciplinary infrastructure projects • Experience in managing various forms of commercial arrangements, dealing with local and other government authorities to drive 'value for money' outcomes • Demonstrates proficiency in identifying and managing avoidable project risks including reputational risk triggers, resolve issues in a proactive and timely manner; monitor and report progress.
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
Program Management	1	Essential	Advanced
Stakeholder Management	2	Essential	Advanced
Decision Making	3	Essential	Intermediate
Troubleshooting (Problem Solving)	4	Essential	Intermediate
Strategic Thinking	5	Desirable	Intermediate
Analytical Skills	6	Desirable	Intermediate
Performance Analysis	7	Desirable	Intermediate
Influencing Skills	8	Desirable	Intermediate
Interpersonal Communications	9	Desirable	Intermediate
Business Acumen	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.			

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.