



Job Profile

Senior Project Manager

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio & Project Management	Career Stage	F
Job Function	Business Project/Program Management	Career Stream	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	1/08/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	1-5
People Leader	Yes	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 a portfolio of planning programs and projects to ensure the timely initiation, development and completion of plans to facilitate Sydney Water's \$2.5-4B/annum capital program.

Successfully Project Manage the timely development of integrated, adaptive and optimised plans for assets, systems and regions that achieve the organisations objectives, priorities, obligations and customer insights. The plans will produce outcomes and options that balance levels of service with cost and risk. These plans will provide inter-system view of servicing, to inform Integrated/master Plans. The investments could be in the range of \$100 million or more.

As a people leader, develop project management capability within System Planning & Land Acquisition (SPLA), including coaching and mentoring of direct report Project Managers and Assistant Project Managers, providing performance feedback and uplifting project management capability back into planning teams.



Accountabilities

Job Specific	This role will be expected to: • Be accountable for the timely and to budget execution of assigned capital and operating budget planning Programs and 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, and 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. • When required, engage with business stakeholders – in particular the Office of the EGM, Program Delivery and Major Projects – to ensure planning projects are initiated and delivered on time and on budget to enable successful delivery of the capital program. • 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. • Participate in the change management and business improvement required to ensure adequate visibility of project performance to improve accountability of project managers and planners. • Ensure the resourcing tool for SPLA is updated and accurate for projects being managed by self and direct reports and adequate resourcing is sourced for assigned projects. • Ensure the Planning Program Management components for the Planning Framework are adhered to. • Stay abreast of emerging approaches and bodies of knowledge around project management. • Undertake all line management responsibilities for direct reports including but not limited to CDP review, leave approvals, mentoring and coaching. • 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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	This position is a Project Management leadership role within SPLA. As a member of SPLA team, you will be expected to: • Take a best for enterprise view · • Align with and deliver our common purpose, priorities and goals · • Collaborate effectively with peers to deliver enterprise goals In executing functional accountabilities, this role is expected to demonstrate the capabilities of Sydney Water's leadership model by undertaking the following: • Lead and project manage planning activities and processes including, preparing and communicating plans and business cases and ensure the quality of planning outputs and solutions. • Lead planning risk management including identifying risks and mitigation plans. • Enable purpose and empower the team by driving / enacting direction that balances the requirements to service the customer, develop a constructive culture and demonstrate commercial focus. • Enable / empower people by inspiring, collaborating, coaching, developing and leading change. • Foster a high-performance culture through role clarity, feedback and succession planning. • Be aware of personal impact, effectiveness and ability to influence others. • Execute achievement by removing roadblocks to innovation and taking accountability to achieve a successful conclusion. • Lead via a credible, confident and professional approach that reassures and earns respect from others Safety and Wellbeing: • Build and maintain a strong, two way, trusting working relationship with the team. • Guide and support direct reports to ensure accountability for Health, Safety and Wellbeing leadership is demonstrated. • Positively encourage and coach direct reports with respect to their leadership both in relation to physical and psychological safety and well being. • Demonstrate visible safety leadership by (but not limited to) leading by example, sharing insights, actively participating in incident investigations, safety meetings, safety inductions and safety training. • Financial delegations for this role are compliant with Sydney Water policies.
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Role Requirements

Education / Qualifications

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

Certifications / Licences

Required	
Desired	

Experience

Required	- Approximately 10+ years relevant industry and leadership experience in the field of engineering and infrastructure management - High degree of competence in leadership at a senior level and strong ability to coach and develop the skills of others. - Proven project management experience delivering multi-faceted infrastructure planning projects using best practice project management practices and methodologies for timely delivery of quality outputs. - Demonstrated technical skills (scheduling, cost management and issue/risk management, stakeholder management). - Demonstrated experience in coaching, mentoring and technical skill development. - Organisational skills and success in prioritising competing requirements and meeting strict deadlines in a high-volume work environment. - Solution-focussed analytical, planning, conceptual and advisory skills, combined with innovative and creative problem-solving skills for effective management of conflicting priorities and timeframes, and for developing advice on complex policies and strategies, based on sound judgement and flexibility. - Excellent oral and written communication, negotiation and interpersonal skills for regularly consulting key stakeholders within and outside Sydney Water. - Extensive demonstrated ability to achieve outcomes and business improvement and act on opportunities for efficiencies. - Excellent understanding of best practice in relation to infrastructure planning. - Demonstrable ability to influence stakeholders and drive change. - Proactive, responsive and can anticipate the needs of the Water and Environment Services Leadership Team and Sydney Water Executive. - Sound judgement and an ability to cultivate productive working relationships with a range of internal and external stakeholders to achieve outcomes.
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Desired

- Understanding and experience with major water or other similar utility.
- Understanding of Sydney Water's operating context.
- Understanding of Strategic Asset Management concepts.
- Ability to foster an environment that encourages safety, innovation and organisational change.
- Experience in successful delivery in a matrix organisation

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 (F-H)			
Capability	Descriptor		
Accountability	Sets direction and motivates others to hold themselves accountable for achieving goals. Leads by example, collaborates, and sets a high standard for accountability and commitment.		
Agility	Creates team culture to encourage agile ways of thinking and working. Role models flexibility and adaptability in teams/business areas.		
Innovation	Improves or adapts existing methods and processes to achieve greater value. Manages risks, is open to and shares lessons learnt with others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Project Cost Management	1	Essential	Advanced
Project Schedules	2	Essential	Advanced
Stakeholder Management	3	Essential	Advanced
Risk Management	4	Essential	Advanced
Business Writing	5	Essential	Advanced
Interpersonal Communications	6	Essential	Advanced
Influencing Skills	7	Desirable	Advanced
Contract Management	8	Desirable	Intermediate
Change Management	9	Desirable	Advanced
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.