Sydney WATER

Job Profile

Lead Scheduler

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio & Project Management	**Career Stage**	F
Job Function	Cost/Schedule Control	**Career Stream**	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	**Last Modified Date**	4/02/2026
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	**Team Size**	3-6
People Leader	Yes	**Indirect Team Size**	0

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

The Lead Scheduler is responsible for developing, maintaining and analysing client-side project and program schedules across an allocated set of projects, ensuring schedules are accurate, logically robust and fit-for-purpose to support reliable delivery outcomes. Reporting to the Delivery Planning Manager, the role provides day-to-day leadership to a team of approximately 3–6 schedulers (as applicable), coordinating workload, coaching capability, and ensuring consistent standards of output. In addition to leading the team, the Lead Scheduler personally prepares and updates schedules and programs (including monthly updates), works closely with Project and Delivery teams and contractor scheduling teams, and provides early warning of schedule risks with practical recovery options where slippage or interdependency risks emerge. The role applies Primavera P6 and integrated project controls practices (including baselining, EVM, schedule risk and delay analysis) in line with established procedures and frameworks.

Accountabilities

Job Specific	**Delivery Scheduling (Technical Leadership)** • Lead the development, maintenance and analysis of client-side schedules to support delivery priorities, milestones, critical path integrity and reliable forecasting. • Ensure schedules are appropriately structured, logically linked, and maintained in line with required standards (WBS, coding, calendars, constraints, baselines, and update discipline). • Develop, maintain and update Primavera P6 schedules for assigned projects/programs (including complex or high-priority schedules), ensuring baseline and progress updates are accurate and auditable. • Provide schedule analysis and insights (critical path movement, float erosion, milestone variance, interfaces and dependencies) and propose recovery options with project teams. **Monthly Update Cycle & Contractor Interface** • Coordinate and manage the end-to-end monthly schedule update process for assigned projects/programs, ensuring updates are completed on time and are supported by validated progress inputs. • Manage the interface with contractors for program submissions and updates, ensuring contractor schedules are reviewed, understood, and appropriately reflected in Sydney Water's client-side schedules following agreed governance and validation steps. • Support schedule change control, including controlled incorporation of approved EOTs and agreed changes to baselines. **Earned Value (EVM) and Baselining Discipline** • Apply EVM and progress measurement requirements, ensuring rules of credit, baseline integrity, and progress updates support consistent and defensible performance reporting. • Validate schedule inputs required for EVM reporting and ensure schedule logic and baselines enable reliable cost/time performance assessment and forecasting. **Team Leadership (Schedulers)** • Provide day-to-day leadership to schedulers assigned to the area, including workload planning, prioritisation, quality assurance and coaching to ensure consistent outputs across projects. • Lead by example through hands-on schedule development and updates, providing quality checks and technical guidance to ensure consistent outputs across the team. • Build capability across the scheduler team through mentoring, peer reviews, guidance on best practice scheduling, and support for continuous improvement. • Promote a positive, collaborative and high-performance team environment aligned to Sydney Water values and safety expectations. **Stakeholder Management & Collaboration** • Build and maintain strong working relationships with Project Managers, Project Directors, Program Managers, Delivery teams and delivery partners to ensure schedules remain aligned to execution reality and decision-making needs.

	• Attend and contribute to project/program forums and planning meetings, providing clear schedule commentary, early warning signals and recommended actions. • Work collaboratively with cost, risk, reporting/insights and commercial stakeholders to support integrated project controls outcomes. **Systems, Data Quality & Compliance** • Create and maintain scheduling data in Primavera P6 and support alignment with SAP and reporting platforms in accordance with current procedures and processes. • Ensure data quality, traceability and consistency of schedule information, including baseline management, update records, and audit-ready documentation. • Identify recurring schedule quality issues and recommend practical improvements to templates, tools and ways of working through the Delivery Scheduling Manager. **Change Control & Compensation Events** • Review contractor schedule changes, Compensation Events and time-related variations, assessing schedule logic, critical path impact, and entitlement time impacts in accordance with agreed governance and contract requirements. • Provide recommendations to the Project Manager / Commercial team to approve, reject or request further substantiation of Compensation Events, including supporting analysis and clear schedule narratives. • Ensure approved changes (including Compensation Events / EOTs) are incorporated into Sydney Water's client-side baseline and forecasts in a controlled manner, maintaining audit trail and baseline integrity. • Work closely with contractor-side scheduling teams to clarify assumptions, sequencing, progress evidence and impacts, and to resolve discrepancies prior to schedule acceptance. **Continuous Improvement & Standards** • Contribute to lessons learned, post reviews and schedule benchmarking to improve delivery outcomes and uplift scheduling maturity. • Support consistent application of procedures, guidelines and templates, and assist in refining approaches to contractor reporting, schedule assurance and delay analysis as required.

Sydney WATER

Role Requirements

Education / Qualifications

Required	• Tertiary qualification in Engineering or related field.
Desired	•

Certifications / Licences

Required	• Project Management certificate
Desired	•

Experience

Required	• Exceptional written and verbal communication skills, with the ability to clearly articulate scheduling insights, risk indicators, and recommendations to project, program and senior stakeholders. • Strong interpersonal and collaborative skills for building effective relationships with diverse stakeholders. • Advanced Problem-solving capability, including identification of areas of improvement and ability to make recommendations to improve. • Highly developed organisational skills, with proven ability to manage multiple project schedules. • Strong understanding of relevant legislation, contractual frameworks and governance requirements. • Demonstrated experience using a scheduling system, namely Primavera P6. • Deep knowledge of industry scheduling principles, methodologies and best practice. • Advanced proficiency in Microsoft Excel. • Proven experience leading and mentoring scheduling teams, including workload prioritisation, quality assurance, capability uplift and promoting consistent application of scheduling standards and processes. • Demonstrated ability to coach, mentor and empower team members while fostering a positive, high-performance team culture grounded in collaboration, accountability and innovation.
Desired	• Power BI and SAP reporting skills

Sydney WATER

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 Planning	1	Essential	Advanced
Project Schedules	2	Essential	Advanced
Stakeholder Management	3	Essential	Advanced
Organizational Skills	4	Essential	Advanced
Interpersonal Communications	5	Essential	Advanced
Project Management	6	Essential	Advanced
Troubleshooting (Problem Solving)	7	Desirable	Advanced
Management Information Systems	8	Desirable	Intermediate
Business Acumen	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.

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.