



Job Profile

Planning and Scheduling Director

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio & Project Management	Career Stage	G
Job Function	Cost/Schedule Control	Career Stream	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	14/10/2025
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	Up to 30
People Leader	Yes	Indirect Team Size	2-3

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 Planning and Scheduling Director provides collaborative leadership for planning and scheduling across Infrastructure Delivery. Reporting to the Head of Business Performance Delivery Hub, the role ensures projects and programs are supported with robust, consistent, and efficient schedules that enable reliable outcomes. It balances collaborative ownership with delivery teams—empowering them to manage their own schedules while providing frameworks, expertise, and assurance to strengthen results. The position champions activity management alongside earned value and critical path analysis, driving efficiency by monitoring task-level progress, sequencing, and interdependencies. By embedding standards, coaching teams, and leveraging systems like Primavera P6, the role helps Sydney Water maintain a lean but

effective approach, where project teams remain accountable but are equipped with the discipline, insights, and foresight needed for success.



Job Specific	Accountabilities
	- Ensuring Sydney Water's scheduling and planning frameworks are applied consistently and effectively across Infrastructure Delivery. - Equipping delivery teams to manage their own schedules while providing assurance and intervention where risks to time, cost, or delivery emerge. - Providing timely insights and foresight that allow leadership to take early action on slippage, resourcing, or interdependency risks. - Maintaining a lean, capability-focused function that builds knowledge and discipline without unnecessary centralisation or resource expansion. - Championing scheduling excellence that drives delivery reliability, efficiency, and alignment with corporate risk and performance frameworks. Leadership and Governance - Develop, maintain, and improve Sydney Water's scheduling and planning standards, tools, and procedures. - Build a collaborative culture where delivery teams own their schedules, supported by assurance and expertise from the Hub. - Coach and mentor staff across Infrastructure Delivery, building capability and developing critical thinking in planning and scheduling. - Align scheduling practices with Sydney Water's enterprise risk and performance frameworks. Planning and Scheduling Delivery - Partner with project and program teams to develop, baseline, and maintain integrated schedules. - Lead adoption of activity management to track task-level progress and productivity, complementing earned value and critical path methods. - Ensure consistent application of Primavera P6, earned value management, schedule risk reviews, and what-if scenario planning. - Validate contractor schedules and updates, ensuring alignment with Sydney Water standards. Performance and Insights - Analyse schedule health, resourcing constraints, and interdependencies to provide foresight and early warnings. - Surface insights that combine activity management, EVM, and critical path to highlight efficiency and delivery risks. - Focus on foresight and assurance rather than report production, coordinating with reporting teams for consistent outputs. Stakeholder and Organisational Engagement - Work closely with Project Directors, Program Managers, and delivery partners to embed and assure scheduling discipline. - Represent Sydney Water's scheduling function in industry and internal forums, sharing best practice and bringing external insights back into the business. - Champion a culture of collaboration, efficiency, and continuous improvement in planning and scheduling.

Education / Qualifications

Required	Qualifications in an appropriate discipline (program/project management, engineering or other technical discipline) and business and/or management or equivalent relevant experience.
Desired	

Certifications / Licences

Required	
Desired	

Experience

Required	- Significant leadership experience in planning and scheduling across major infrastructure or capital delivery programs. - Deep understanding of how infrastructure is delivered in practice, with the ability to anticipate risks, sequence activities effectively, and connect planning to execution. - Demonstrated expertise in project controls tools and techniques — including Primavera P6 (or equivalent), earned value management, activity management, critical path and delay analysis — with a focus on using these capabilities to drive improved project performance and delivery outcomes, rather than simply fulfilling technical or procedural requirements. - Demonstrated ability to establish governance and frameworks that lift scheduling discipline across projects and programs. - Strong track record of teaching, coaching, and developing teams — equipping others to think critically about sequencing, efficiency, and delivery risk. - Excellent communication and stakeholder engagement skills, with the ability to influence senior leaders and collaborate constructively.
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 (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
Strategic Thinking	3	Essential	Advanced
Organizational Skills	4	Essential	Advanced
Interpersonal Communications	5	Essential	Advanced
Stakeholder Management	6	Essential	Advanced
Project Management	7	Essential	Advanced
Troubleshooting (Problem Solving)	8	Desirable	Advanced
Business Acumen	9	Desirable	Advanced
Forecasting	10	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.