



Job Profile

Project Risk Lead

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Legal and Governance	Career Stage	F
Job Function	Risk	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	16/08/2024
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

The purpose of the position is to deliver risk management services to Systems Planning and Infrastructure Delivery projects including implementing risk management strategies and systems to manage risk across the project lifecycle, and to provide risk management advice and assurance.



Accountabilities

Job Specific	• Deliver risk management best practice in alignment with the organisations Project Risk Management Strategies, Standards and Procedures. • Lead, support and guide the Project risk specialists to ensure effective risk management exists throughout Systems Planning and Infrastructure Delivery teams and other key stakeholders. • Support the Project Risk Manager to implement key initiatives of improvement within risk function. • Facilitate the qualitative and quantitative risk assessment processes to support key decision-making requirements and to ensure they are conducted without bias and in alignment with the Sydney Water framework and procedures. • Drive the process to establish the project contingency provisions (time and cost) and ongoing management of contingency throughout project delivery. • Be an integral part of the Early Warnings process to understand any emerging risks to the projects and to support key project cost and contract decisions. • Support the ongoing drive to promote a risk-aware culture across the Planning & Program Delivery and the wider organisation. • Facilitate and provide key inputs to support the monthly risk reporting requirements and any the wider organisational reporting requirements as needed, including maintaining and enhancing, where necessary, existing risk dashboards. • Provide subject matter expert advice to the program / project management team in relation to risk management, including the provision of training where required. • Manage the process to ensure risk registers and other key risk documents are reviewed and updated to on the agreed periodic basis, allowing the most current risk profile to be known for the project(s). • Facilitate the delivery of scheduled Systems Planning and Infrastructure Delivery Project Risk Reviews, and guidance of risk workshops as required. • Test the effectiveness of controls and treatments, ensuring appropriate accountability exists and completion of risk reducing or opportunity enhancing treatments are applied within defined due dates. • Deliver verification of implementation, effectiveness and appropriateness of agreed 2nd/3rd Party Audit actions for the Regional Area. • Provide advice to Infrastructure Delivery Office Management on process reviews and consolidation of Operational Risks. • Provide advice to the project teams on the integration of the project risk framework into business frameworks and processes. • Prepare and deliver project risk and training/awareness programs for the project teams. • Contribute to the identification and implementation of project risk management improvements throughout the project teams. • Coach and mentor members of the project teams and risk specialists on the fundamentals of risk management, to ensure consistency in risk management approach across the program. • Ensure compliance with the storage and accessibility of the project risk registers. • Facilitate collaboration with RDC's and Contractor equivalent resources to ensure consistency and transparency in approach and data.
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	• Implementation of other deliverables as defined in the Infrastructure Delivery Office Deliverables Matrix • Identify and communicate areas of improvement in the project risk management and project management processes. • Manage key Stakeholder expectations with relation to risk management. Systems • SW Enterprise Risk Management Framework • SW Assurance Framework • SW Risk Information Management System (RMIS) • SW Project Risk Management Framework • SW Project Risk Management System Process • Delivery of risk management and assurance frameworks • Ensuring that the business has the most current and appropriate project risk and assurance policies, procedures, guidelines, tools and templates. • Delivery of project risk reviews • Delivery of project risk assessments • Delivery of project contingency provisions, determination, allocation and management • Delivery of assurance audits • Maintenance and oversight of project risk registers • Delivery of project risk assurance training/awareness programs
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Role Requirements

Education / Qualifications

Required	Tertiary qualifications in Risk, Business Improvement, Management Systems or related field, or experience deemed equivalent.
Desired	

Certifications / Licences

Required	- Risk management certification with relevant management professional body - Audit / assurance certification with relevant professional body - Associated with the professional bodies like Engineers Australia (or equivalent in other countries), ACES, PMI, Institute of Internal Auditors, Risk Management Institute of Australasia RMIA
Desired	

Experience

Required	5+ years demonstrated experience in the application of a project risk management framework in a large organisation - Demonstrated skill in identifying, analysing, and solving problems. - Sound analytical and problem-solving skills - Demonstrated ability to negotiate and influence at senior levels. - Excellent interpersonal, oral and written communication skills. - Demonstrated ability to solve practical problems and deal with variables where only limited standardisation exists. - Strong research and analytical skills. - Ability to focus on strategic vision whilst dealing with tactical issues. - Ability to engage with people at all levels in the organisation and with external stakeholders. - Demonstrated skill in identifying, analysing, and solving problems. - Sound analytical and problem-solving skills - Ability to work in a fast-paced environment with competing demands on time and resources - Participate in team development, planning and co-ordination activities to enable the team to work effectively together. - Maximise opportunities for coaching, training and professional development to continually develop your skills and capabilities. - Exercise astute judgement in managing confidential and sensitive information that has the potential to impact on organisational performance and reputation.
Desired	5+ years' experience in risk management and/or internal and/or management systems auditing. 5+ year's risk management experience in infrastructure, project, safety, environmental, compliance, security or business continuity management - Experience in undertaking quantitative risk assessment (Cost and Schedule).



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
Risk Analysis	1	Essential	Advanced
Risk Management	2	Essential	Advanced
Project Risk Management	3	Essential	Advanced
Interpersonal Communications	4	Essential	Advanced
Influencing Skills	5	Essential	Advanced
Business Writing	6	Essential	Advanced
Business Acumen	7	Essential	Advanced
Complex Problem Solving	8	Essential	Intermediate
Strategic Thinking	9	Desirable	Intermediate
Risk Management Information Systems	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.			

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.