



Job Profile

Project Risk Specialist

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Legal and Governance	Career Stage	E
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

This role is part of the Risk Team in Infrastructure Delivery and its purpose is to deliver risk management and risk support services to Systems Planning & Land Acquisition (SPLA), Engineering & Technical Services (ETS) and Infrastructure Delivery (ID) projects including providing risk management strategies support across the project lifecycle.



Accountabilities

Job Specific	• Support the ongoing application of risk management 'best practice' throughout the projects using the organisations Project Risk Management Strategies, Standards and Procedures. • Engage with key stakeholders (ID project teams) to help guide and support in the management of their risks. • Provide support to the Project Risk Leads to ensure effective risk management exists throughout SPLA, ETS and ID. • Support and collaborate on the implementation of key initiatives of improvement within risk function across the project teams. • Support the project Risk Lead and Manager in the facilitation of qualitative and quantitative risk assessment processes, capturing key inputs in the necessary documentation. • Support the ongoing drive to promote a risk-aware culture across SPLA, ETS and ID teams and the wider organisation. • Support the risk review process, including ensuring all risk documentation is appropriately updated and available at request. • Provide inputs into the monthly project risk reporting requirements and any the wider organisational reporting requirements as needed, including maintaining and enhancing, where necessary, existing risk dashboards. • Review and test, in support of the project risk leads, the risk controls and treatments to support the reduction threat and enhancement of opportunity. • Ensure project teams are aware of the ID Risk Management Framework and are managing the risks in alignment. • Ensure project risks have been assessed using the approved risk matrix compliance with the project risk matrix • Escalation of project risks to the Project Risk Leads as appropriate. • Apply the fundamentals of Project Risk Management across infrastructure projects. • Nominate central storage and support accessibility of the project risk registers. • Support the facilitation and collaboration of the project teams to support consistency and transparency in approach and data. • 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. • Knowledge of risk and assurance management frameworks and systems 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
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	Process • Delivery of risk management and assurance frameworks • Ensuring that the business has the most current and appropriate risk and assurance policies, procedures, guidelines, tools and templates. • Delivery of scheduled monthly project risk reviews and reporting • Delivery of requested project risk assessments • Support project contingency provision determination and management • Support delivery of assurance audits • Contribute to the maintenance of risk registers
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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	
Desired	

Experience

Required	- 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. 5+ years' experience in risk management and/or internal and/or management systems auditing. - Demonstrated experience in the application of a risk management framework in a large organisation. - Risk management experience in infrastructure, project, safety, environmental, compliance, security or business continuity management.
Desired	Experience in an infrastructure projects delivery environment.



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