



Job Profile

Project Risk Manager

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Legal & Governance	Career Stage	G
Job Function	Risk	Career Stream	Leadership
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	8-12
People Leader	Yes	Indirect Team Size	10

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 this position is to lead the provision of Project Risk services to support Asset Lifecycle, as part of the Infrastructure Delivery Office. The role will lead project risk management strategies and systems to manage project risk across the project lifecycle, and to provide risk management advice and assurance. The role is a key liaison with Delivery Management leadership in Systems Planning, Program Delivery and Major Projects on the selection and evaluation of risk strategies for optimising the delivery of in scope works. Member of the Project Controls Capability leadership team responsible for providing integrated risk advice across all controls functions.



Job Specific	• Support the continual drive to increase the organisations level of Project Risk Maturity. • Establish, issue and ensure application of appropriate Strategies, Standards and Procedures for Project Risk Management, whilst proactively working with the business to encourage project risk management Industry best practice and standards. • Establish, issue and ensure appropriate Strategies, Standards and Procedures for Time and Cost Contingency Provisioning and Management, whilst proactively working with the business to encourage project risk management Industry best practice and standards. • Support the Project Controls Director Capabilities to implement key initiatives of improvement within project risk and other key functions, costs, estimating and planning, as required. • Lead, support, and guide the project risk leads and specialists to ensure effective risk management exists throughout Systems Planning and Infrastructure Delivery. • Monitor and manage 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. • Manage the quantitative processes for contingency provisions both time and cost across Systems Planning and Infrastructure Delivery. • Build and promote a risk-aware culture across the Systems Planning and Infrastructure Delivery. • Support the monthly risk reporting requirements and any the wider organisational reporting requirements as needed, including maintaining and enhancing, where necessary, existing risk dashboards. • Ensure the clear and concise communication of risk management including risk policies, appetite, framework and any periodic risk requirements. • Lead conversations to ensure project risk controls are fit for purpose, reliable, appropriate to the level and nature of the risks identified to mitigate threats and exposures or enhance opportunities. • Provide subject matter expert advice to the program / project management team in relation to project risk management, including the provision of training where required. • Provide advice and report on project risk and assurance to the allocated team, in alignment with the Sydney Water Enterprise Risk Management Framework. • Support the delivery of scheduled project risk reviews, and guidance of risk workshops as required. • Deliver verification of implementation, effectiveness, and appropriateness of agreed 2nd/3rd Party Audit actions for the Systems Planning and Infrastructure Delivery • Guide the project risk team and provide advice to Infrastructure Delivery Management on process reviews and consolidation of Operational Risks. • Provide advice to the Infrastructure Delivery Office on the integration of the risk framework into business frameworks and processes. • Prepare and deliver risk and assurance training/awareness programs across Systems Planning and Infrastructure Delivery. • Contribute to the identification and implementation of project risk management improvement throughout the Sydney Water Infrastructure Delivery. • Coach and mentor staff and managers on the importance of enterprise risk policy and processes
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	• Manage the project risk team for risk registers and issue logs for the projects within Systems Planning, Program Delivery and Major Projects, ensuring robust version document control, maintenance, and storage. • Facilitate collaboration with RDC's/Contractor equivalent resources to ensure consistency and transparency in approach and data. • Responsible for the competency of staff within the Project Risk Function. • Implementation of other deliverables as defined in the Project Controls Deliverables Matrix.
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Role Requirements

Education / Qualifications

Required	Tertiary qualifications in risk, business improvement, management systems, engineering, construction, project management or in a similar discipline 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 professional experience as a Program/Project Risk Manager within the context of construction or infrastructure projects, 10+ years in risk management or risk assurance 10+ years in applying risk management frameworks in large organisations - Proven ability and experience in undertaking Quantitative Risk Analysis (Cost, Schedule) 5+ years professional experience as a Program/Project Risk Manager within the context of construction or infrastructure projects, 10+ years in risk management or risk assurance 10+ years in applying risk management frameworks in large organisations - Proven ability and experience in undertaking Quantitative Risk Analysis (Cost, Schedule)
Desired	5+ years professional experience as a Program/Project Risk Manager within the context of construction or infrastructure projects, 10+ years in risk management or risk assurance 10+ years in applying risk management frameworks in large organisations - Proven ability and experience in undertaking Quantitative Risk Analysis (Cost, 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
Strategic Thinking	3	Essential	Advanced
Project Risk Management	4	Essential	Advanced
Interpersonal Communications	5	Essential	Advanced
Influencing Skills	6	Essential	Advanced
Business Writing	7	Essential	Advanced
Business Acumen	8	Essential	Advanced
Complex Problem Solving	9	Essential	Advanced
Risk Management Information Systems	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.