



Job Profile

Scientific project manager

Group: Customer Experience

Job Summary

To be completed by People and Culture team			
Job Family	Science & Environment	Career Stage	D
Job Function	Science Research	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	EA or ICE	Last Modified Date	26/08/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	5- 15

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.

Manage and deliver novel, multi-faceted science and technical projects to meet the needs of Sydney Water and key stakeholders such as regulators, while successfully coordinating contributions from technical, scientific and First Nations experts to progress project analysis and communication while managing project budgets, timelines and resourcing.

Accountabilities

Job Specific	• Coordinate work in a multi-disciplinary project team with a variety of members, including Sydney Water SMEs, EPA, consultants and independent experts to progress projects. • Apply your demonstrated strong project management and organisational skills to implement complex science and technical projects with regulatory drivers. • Integrate scientific, social, First Nations and regulatory perspectives to structure and deliver an effective project. • Support team members analyse and verify data, ensure the quality of data sets, investigate trends, identify data gaps, and make recommendations for future investigations. • Work collaboratively to design high quality and effective science investigations and customer engagements • Prepare high-quality, timely, evidence-based information for project stakeholders, including project reports, data reports, briefing documents, board papers, ministerial, web site updates. • Identify innovative project solutions and identify ways of implementing best practice • Conduct efficient procurement and budget management processes, in line with Sydney Water's policies and using Sydney Water's systems. • Support and direct team members • Manage project budget
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Education / Qualifications

Required	Tertiary qualifications in Science/ Environmental Management or relevant discipline.
Desired	

Certifications / Licences

Required	NA
Desired	Project management, risk management

Experience

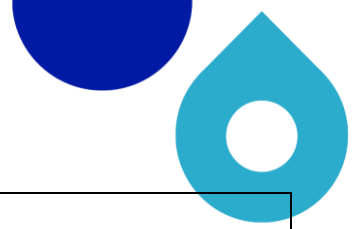
Required	- Demonstrated strong project management, organisational and coordination skills - Experience in delivering projects with novel technical and scientific challenges in a complex regulated environment. - Excellent communication skills (written and oral) with the ability to seek input from and provide information to a variety of stakeholders including regulators, customers, internal project partners, science experts, and Sydney Water managers. - Ability to coordinate complex programs of work in a multidisciplinary, cross organisational project team. - Well-developed experience in scoping, developing and reviewing science-based reports, and clearly communicating scientific results and interpretations. - Strong scientific and analytical skills with the ability to interpret statistical data and identify trends, and draw conclusions in the context of regulatory and project requirements - Demonstrated experience in sustaining effective and productive working relationships with partners, stakeholders and customers - Knowledge of Sydney Water's water, stormwater and wastewater systems and performance, receiving waterways and Sydney Water's environmental and financial regulatory environment. - Strong understanding of industry trends, best practice and technologies in the context of water quality and monitoring. - Flexible approach with the ability to see opportunities for improvements in processes and adapt to change. - Developing, tracking project budgets and project schedules - Identifying, mitigating and tracking project risks.
Desired	Familiarity with Sydney Water's project management, procurement and project financial administration systems.



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
Project Management	3	Essential	Intermediate - Advanced
Decision Making	4	Essential	Advanced
Interpersonal Communications	9	Essential	Advanced
Statistical Analysis	1	Essential	Intermediate
Report Writing	2	Essential	Intermediate
Experimental Design	5	Essential	Intermediate
Data Governance	6	Essential	Intermediate
Detail Oriented	7	Essential	Intermediate
Records Management	8	Essential	Intermediate
Data Modelling	10	Desirable	Developing
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.

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.