



Job Profile

Project Manager

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio and Project Management	Career Stage	E
Job Function	Technical Project/Program Management	Career Stream	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	13/06/2023
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 assist the successful management of predominantly high risk/complexity projects to plan (\$50m-\$200m) in conjunction with a nominated lead Project Manager within the Major Projects portfolio. The portfolio includes capital works including growth and compliance driven investments and major renewals. The position supports collaboration across multi-disciplinary teams in Sydney Water and the Supply Chain within the NEC contractual framework to manage and resolve complex issues and risks to project delivery. The position supports collaboration between Sydney Water and the Supply Chain, to manage risk proactively and to ensure integrated whole-life delivery. The position is responsible for consistency, accuracy and efficiency in project delivery, cost and risk management across all elements assigned by the Lead Project Manager on designated projects. The position contributes to the development of the program of work, and continuously challenges and identifies ways to improve the delivery of projects.



Accountabilities

Job Specific	Technical accountabilities This role has the authority to stop all construction work in the event of an imminent threat to safety, environment or quality. The Project Director and Delivery Manager must be notified immediately in such events. • Manage the successful delivery of predominantly high risk/ complexity projects (or allocated components therein) from initiation through to close out and handover in accordance with NEC4 processes and within Major Projects project delivery framework. • Actively drive collaboration across multi-disciplinary teams in Sydney Water and the Supply Chain to ensure consistency, accuracy and efficiency in project delivery, cost and risk management across allocated projects. • Contribute to the development of the program, and project manage NEC4 based contracts in any of the following areas: ○ Professional Services ○ Design and Construction Works (\$50-200m+ in project value) • With direction from the lead Project Manager, ensure Project Plans include clear targets, objectives, Key Performance Indicators, scope of work and deliverables which reflect the agreement between Sydney Water and the Supply Chain. • Prepare Business Cases for high risk/ complexity projects to meet client expectations, including options identification, analysis and recommendation. • Conduct regular meetings with the delivery partners in our supply chain to foster a spirit of mutual trust and cooperation, and address early warnings, changes to the program and compensation events, and broader safety, environment, quality and constructability compliance matters. • Proactively manage stakeholder and community engagement and communications for the allocated projects, ensuring alignment with overarching Sydney Water Communications and Engagement Strategy. • Ensure project risks are effectively identified, mitigated and managed, including the proactive management of the early warning process, both in receiving notification from the delivery partners in our supply chain or issuing notification as the situation requires, in order to effectively manage any matters that could impact the delivery of the project in scope, on-time and within budget. • Conduct early warning meetings to ensure that risks are identified and managed, and that changes to scope are made, as required. • Ensure project schedules are developed, updated, monitored and managed in line with the business case expectations, for all phases of the project, and that project schedule milestones are defined, measured, managed and met. • Ensure contingency costs are tracked against controls defined in the risk register, and opportunities are tracked and pursued. • In collaboration with the delivery partners in our supply chain, assist the preparation and endorsement of changes to project scope and ensure these are accurately reflected in the next update of the program • Review and approve a regularly updated and revised program from the delivery partners in our supply chain, showing latest progress and the effect of both changes to the scope and other compensation events. • Manage the compensation event process, evaluating notification from the delivery partners in our supply chain, as well as issuing notification as required.
---------------------	---



	• Ensure Quality, Workplace Health and Safety and Environmental plans are developed, reviewed, approved and monitored to ensure compliance to contract and Sydney Water Management plans. • Develop and implement a procurement strategy where required, and ensure that procurement details are in specification, and that procurement activities are carried out accordingly. • Ensure defects are identified, registered, tracked, rectified and closed out. • Manage commissioning and close out tasks as required and ensure completion. • Provide timely and accurate reporting on project status, including Key Performance Indicators, cost, schedule, risk etc against the Project Management Plan. • Conduct Post Implementation Reviews, documenting and sharing outcomes and lessons learned System accountabilities • The role is accountable for ensuring that all systems related to the planning, delivery and performance management of the program are managed appropriately across the allocated projects. Process accountabilities • The role is accountable for ensuring that NEC contract management processes are adhered to by Sydney Water and the Supply Chain for the allocated projects.
--	---



Role Requirements

Education / Qualifications

Required	• Tertiary qualifications in a relevant or related field or experience deemed equivalent. •
Desired	•

Certifications / Licences

Required	• NSW (or accepted equivalent) general construction induction card (white card) • Unrestricted NSW Class C (or accepted equivalent) drivers licence •
Desired	•

Experience

Required	• Proven project management experience, leading or supporting the delivery of large and multi-faceted projects • Experience working with key business stakeholders is beneficial • A highly motivated project professional with: ○ experience in relevant sectors which deliver programs of capital works ○ strong track record of project delivery to plan • Minimum 5+ years industry experience, including in: ○ Working within and leading large, multi-disciplinary integrated teams and/or alliances ○ Design and construction project delivery within the infrastructure/utilities sectors ○ NEC contract management and administration ○ Managing stakeholders ○ Leading positive business change ○ Management of multiple projects and tasks often with competing demands ○ Delivery via a range of contracting models • Demonstrates honest and open interactions with others, and an ethical approach to work. • Communicates with impact to drive team performance and influence stakeholders, building strong and wide networks. • Demonstrates a responsive, collaborative, best-for-project approach in a spirit of mutual trust and cooperation • Brings passion and optimism to work projects and being flexible to work in changing environments
-----------------	--



	• Generates enthusiasm for change and being comfortable to take risks where required. • Takes responsibility for work packages and makes business decisions (where appropriate) in a timely manner, considering all relevant data and information, and taking feedback from relevant parties. • Contributes to team success by providing honest feedback and raising awareness of team performance issues. • Effectively manages and coordinates own time and resources to deliver on work projects. • Demonstrated ability to work with multiple platforms for the management of risk, schedule, cost, quality, safety, environment and internal/external communications
--	---

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 (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 Cost Management	1	Essential	Intermediate
Project Schedules	2	Essential	Intermediate
Stakeholder Management	3	Essential	Intermediate
Project Risk Management	4	Essential	Developing
Business Writing	5	Essential	Intermediate
Interpersonal Communications	6	Essential	Intermediate
Contract Management	7	Desirable	Developing
Influencing Skills	8	Desirable	Developing
Change Management	9	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.