



Job Profile

Senior Project Manager

Group: Finance, Commercial & Digital

Job Summary

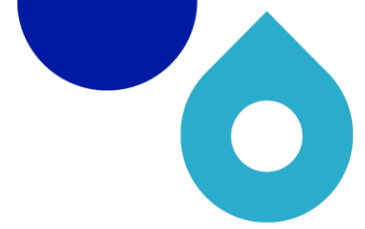
To be completed by People and Culture team			
Job Family	Portfolio & Project Management	Career Stage	F
Job Function	Digital Project/Program Management	Career Stream	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	26/11/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	Yes	Indirect Team Size	5-20

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

As a Senior PM you are a leader and manager of extended virtual teams

- leading, mentoring and coaching other Project Managers to be successful
- leading, mentoring and coaching agency hire / term Project Managers to work effectively in Sydney Water
- ensure PM's under your leadership deliver effectively and efficiently to our corporate standards
- set an example driving our target state cultural culture (Blue Bus & Signature Behaviours)
- you build strong high performing teams of up to 30+ people to deliver large projects and programs
- you ensure all team members are crystal clear on their roles and responsibilities in the team; from subject matter experts, business analysts, architects, developers, vendors, testers, change managers to project board members etc. each must understand the role they play in each project
- you oversee several projects in parallel touching many stakeholders

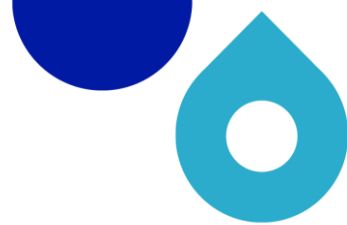
Manage all your projects large and small:

- to deliver quality, fit for purpose solutions, that provide real business benefits to the organisation
- preparation of business cases attaining necessary approvals in a timely manner; ensuring the business case stacks up
- management of project financials (budgets and forecasting)
- effective planning and integration into the broader Digital portfolio of work
- delivery to benefits, scope, quality, schedule and budget
- effective management of team resources, including vendor resources



Accountabilities

Job Specific	• The position has full managerial authorities in the context of assembling virtual team that may run for several months to several years. A project is a temporary organisational construct that carries all the managerial skills needed to drive teams to success. • Build and maintain a strong, two way, trusting working relation with staff based on achieving the business goals and enabling subordinates to work to their fullest potential. • Set clear tasks by explaining the background to the work (context), the purpose, how much is required and to what quality, the resources available and the time. • Make accountabilities and authorities clear and ensure subordinates have the financial, people, and physical authorities needed to be able to achieve their work. • Ensure the team works in a way that each team member actively contributes to the decisions made and moves in a set direction with commitment. • Assigns and monitors work (but does not review work or Contribution Development Plans) • Day to day technical accountabilities include having a comprehensive knowledge of the following processes. More importantly the Senior PM must be leading, mentoring and supporting other Project Managers in the effective application of these processes including ○ Sydney Water's implementation of Prince 2, ○ Digital Delivery Platform (DDP) ○ all other business process supporting project, program and portfolio management including those around month and year end. • The continuous longest task a PM may perform could be a projects that run for years. The PM will break this down into stages, workstreams and activities to ensure progress can be effectively measured, monitored reported to a project board on a monthly basis
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Role Requirements

Education / Qualifications

Required	- a degree in technology or related sphere. - additional training and qualification in project management (Prince2 Certification).
Desired	general management training is also highly desirable

Certifications / Licences

Required	
Desired	

Experience

Required	10+ years' experience successfully project managing technology projects; preferably a background in technology delivery before that. - Experience building and maintaining high performing project teams - Ability to influence and motivate both project teams and stakeholders - Excellent communication skills through various communication methodologies - High emotional intelligence - Ability to organise and keep to task, even with competing priorities. - Able to work effectively within a team and autonomously - Culturally sensitive
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 (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
Project Management	1	Essential	Advanced
Project Cost Management	2	Essential	Advanced
Resource Planning	3	Essential	Advanced
Business Writing	4	Essential	Advanced
Project Risk Management	5	Essential	Advanced
Stakeholder Management	6	Essential	Advanced
Governance	7	Essential	Advanced
Waterfall Methodology	8	Essential	Advanced
Vendor Management	9	Desirable	Intermediate
Team Building	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.			

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.