



Job Profile

Senior Project Manager

Group: Infrastructure Delivery

Job Summary

<i>To be completed by People and Culture team</i>			
Job Family	Portfolio and Project Management	Career Stage	F
Job Function	Technical Project/Program Management	Career Stream	Leadership
Coverage <small>EA = Enterprise Agreement ICE = Individual Contract of Employment</small>	ICE	Last Modified Date	22/07/2024
<i>To be completed by Manager ~ (Team Size relates to People Leadership)</i>			
Work Environment	Hybrid	Team Size	2-6
People Leader	Yes	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

As an Infrastructure Delivery Senior Project Manager, you will oversee and lead large-scale infrastructure projects and programs from initiation to completion. Your primary responsibility will be to ensure projects are delivered on time, within budget, and in accordance with quality standards. You will collaborate closely with cross-functional teams, including engineers, architects, contractors, and stakeholders, to define project scope, goals, and deliverables. This is a leadership role and is responsible for the line management and development of project managers and project engineers. The position leads collaboration across multi-disciplinary teams in Sydney Water and manages the performance of the Regional Delivery Partner (RDP) and other delivery partners and is accountable for meeting time, cost and quality outcomes for Sydney Water. The position is accountable to ensure consistency, accuracy and efficiency in project delivery, cost and risk management across all assigned projects within and across asset classes. The position contributes to the development of the Integrated Works Program, and continuously challenges and identifies ways to improve the delivery of projects.



Accountabilities

<p>Job Specific</p>	<ul style="list-style-type: none"> • Manage the successful delivery of predominantly medium to high risk / complexity projects and/or programs of work within the region from initiation through to close out and handover in accordance with NEC4 processes and within Program Delivery's project delivery framework. • Actively drive collaboration across multi-disciplinary teams in Sydney Water and the RDP and other delivery partners to ensure consistency, accuracy and efficiency in project delivery, cost and risk management across allocated projects. • Contribute to the development of the Integrated Works Program, and project manage NEC4 based contracts in any of the following areas: <ul style="list-style-type: none"> o Maintenance Services o Facilities Management Services o Tactical Renewals o Minor works (<\$5m) o Professional Services o Design and Construction Works (\$5-\$70m+ in project value) • Prepare Business Cases for medium to high risk / complexity projects and programs of work including options identification, analysis and recommendation. • Conduct regular meetings with the RDP and other delivery partners 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 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 not made without the approval of the Program Director. • 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 project costs are updated, monitored and managed in line with the project budget and contingency costs are tracked against controls defined in the risk register, and opportunities are tracked and pursued. • In collaboration with the RDC and other delivery partners, prepare and endorse 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 RDP and other delivery partners, showing latest progress and the effect of both changes to the scope and other compensation events. • 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.
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	<ul style="list-style-type: none"> • Ensure the Emergency Response and Incident Management Plan is developed and maintained throughout all phases of the project. • Ensure that a procurement strategy is in place, and 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 and forecasts, including key Performance indicators, cost, schedule, risk etc against the Project Management Plan. • Conduct post implementation reviews, documenting and sharing outcomes and lessons learned Systems Accountabilities • The role is accountable for ensuring that all systems related to the planning, delivery and performance management of the Integrated Works Program are managed appropriately across the allocated projects. • The role is accountable for ensuring that NEC4 contract management processes are adhered to by Sydney Water and the RDP and other delivery partners for the allocated projects.
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Role Requirements

Education / Qualifications

Required	<ul style="list-style-type: none"> Tertiary qualifications in a relevant or related field
Desired	<ul style="list-style-type: none">

Certifications / Licences

Required	<ul style="list-style-type: none">
Desired	<ul style="list-style-type: none">

Experience

Required	<ul style="list-style-type: none"> Proven project management experience, delivering large and multi-faceted projects, is essential. Proven leadership / senior management experience is beneficial. Experience working with key business stakeholders is beneficial. Significant years of industry experience, including in: <ul style="list-style-type: none"> Working within and leading large, multi-disciplinary integrated teams and/or alliances Design and construction project delivery within the infrastructure/utilities sectors Managing complex stakeholders Program management and/or regional delivery of multiple investment programs 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. Generates enthusiasm for change and being comfortable to take risks where required. Takes responsibility for critical business decisions in a timely manner, considering all relevant data and information, and taking feedback from relevant parties
Desired	<ul style="list-style-type: none">



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