

## POSITION DESCRIPTION

### 1. POSITION DETAILS

<b>Position Title</b>	Project Manager
<b>Business or Service Unit</b>	Asset Delivery
<b>Position Manager</b>	Project Delivery Manager
<b>Position Location</b>	Negotiable – project based

### 2. POSITION PURPOSE

To manage the planning and delivery of a portfolio of asset projects to meet need, time, cost and quality objectives using WaterNSW project delivery frameworks and tools whilst putting safety first. The project Manager is ultimately accountable for the successful delivery of the individual projects through the management of internal and external specialist resources as required.

### 3. KEY ACCOUNTABILITIES

- (1) Actively live the WaterNSW values and ensure all activities are undertaken with the safety of people as the number one priority and at all times role model safe behaviour.
- (2) Own delivery of agreed outcomes across a portfolio of projects from needs analysis to completion, including recommending and implementing optimal solutions to address the business needs while meeting agreed time, cost and quality objectives and determining how benefits will be realised. The role is also responsible for coordination and compilation of key project artefacts such as, business cases, project management plans, schedules (including WBS), specifications etc.
- (3) Control project performance through monitoring all aspects of project delivery and proactively managing situations that could impact on project outcomes. Provide robust and accurate forecasts and regular and timely reporting on project parameters including progress against project plan, risks and issues and on project performance (including schedule, financial, environmental, WHS and quality).
- (4) Ensure all project risks and issues are effectively captured, allocated, managed, actioned, retired and reported throughout the project lifecycle.
- (5) Ensure appropriate and relevant internal and external resources are effectively briefed, available and engaged in a timely manner to enable effective and efficient project delivery. Manage the identified resources to ensure they have clear deliverables and are meeting their agreed obligations.
- (6) Lead negotiation and ongoing management of contracts for consulting, construction and any other externally provided services required to enable the delivery of projects. This includes validating and endorsing payment and other claims as well as overall contractor performance. The Project Manager is solely responsible for providing direction to contractors.
- (7) Manage internal and external stakeholders and approval authorities, including community and public consultation processes, planning approval processes ensuring that approvals are obtained in a timely manner.

- (8) Share lessons learnt and grow competencies in project and contract management amongst project managers, project engineers, construction managers and project support staff involved in asset projects.

**4. SIGNIFICANT EXTERNAL RELATIONSHIPS FOR WHICH THIS POSITION IS THE PRIMARY CONTACT**

- Contractors and consultants engaged in delivery of products and services as part of overall project delivery.
- Where necessary interface with external third parties as part of project delivery (e.g. landowners, council etc.)

**5. AUTHORITY LIMITS**

- As per *Standing Delegations* instrument from time to time.

**6. MANDATORY KNOWLEDGE, SKILLS AND QUALIFICATION REQUIREMENTS**

- Tertiary Qualification (bachelor level or above) in Project Management or Engineering or demonstrated equivalent experience
- Demonstrated knowledge of and practical application of PMBOK or Prince 2 methodologies
- Proven ability to manage a range of different stakeholders and their potentially conflicting needs to obtain agreement on actions and outcomes
- Plans work and deploys resources to deliver results considering change requirements
- Obtains commitment from others and holds them to account
- Demonstrates personal resilience through identifying and acting upon opportunities in times of adversity and challenge
- Strong commercial acumen to identify benefits, opportunities and trade-offs to be made when formulating and executing business cases, project plans and contract negotiations
- Current NSW Driver's Licence.

**7. MANDATORY EXPERIENCE**

- 5+ years professional experience in Project Management (preferably in asset based projects)
- Demonstrated experience in delivering a portfolio of projects (preferably from a client perspective) and/or delivery of standalone or portfolio of projects valued in excess of \$5m meeting time, quality and cost targets
- Ability to assess safety and other risk exposures and proactively manage these across project lifecycles
- Leads and engages others in all aspects of the change process aligned to delivery of new assets or systems
- Understanding of regulatory requirements as they relate to the delivery of capital projects
- Experience in successfully managing contracts, consultant engagements and contractors to efficiently and effectively deliver desired outcomes.

**8. EXPERIENCE OR QUALIFICATIONS THAT WILL BE VIEWED FAVOURABLY**

- Post Graduate qualifications in project management or equivalent

## **9. KEY CHALLENGES**

- Obtaining alignment and commitment of number of different, predominantly internal stakeholders to meet project objectives without direct line management authority to do so.
- Planning projects around limited access to assets and or time restrictions on access to those assets
- Managing contractor resources that may be in competition with other WNSW projects
- Managing relationships with contractors to ensure that they not only meet contractual obligations but the intent of the contract
- Holding others to account to meet project deliverables and timeframes

## **10. OTHER RELEVANT INFORMATION**