**Portfolio: Operations   
Reporting to: Team Leader Regional Project Delivery**

## Position Purpose

The Regional Project Manager is accountable for the successful delivery of various projects through the effective management of internal and external resources available to WaterNSW.

To manage predominantly Asset renewal projects to meet or exceed agreed objectives including scope, cost, time, quality and put safety first.

## Key Accountabilities

1. **Safety:** Ensure all activities are undertaken with the safety of everyone as the number one priority and always role model safe behaviour.
2. **Values:** Behave and make decisions in accordance with the WaterNSW Values at all times.
3. **Project Management:** Deliver on all aspects of the project life cycle from initiation, planning, execution and closing to improve safety, avoid risk and reduce cost.
4. **Regional Representation:** Support the execution of our Regional Community Engagement Strategy and to be a key local contact for communities and stakeholders (councils, combat agencies, government etc) by being an active presence in the community, living and working within the region.
5. **Solutions:** Identify, monitor and present options with key stakeholders in the appropriate manner to ensure successful delivery of the project outcomes and implement the best solution to meet project outcomes.
6. **Contracts & Engagement:** Ensure the method of engaging contractors is suitable, clear and sufficient to reduce risk, is in accordance with WaterNSW policy and delivers value for money. Ensure appropriate and relevant internal and external stakeholders are effectively briefed, available and engaged in a timely manner to enable effective and efficient project delivery.
7. **Design:** Oversee design processes to ensure relevant specifications and standards are met. Lead design review meetings and include relevant stakeholders to ensure risks are identified and addressed.
8. **Project Monitoring:** Regularly monitor project work against agreed milestones and budgets and adequately supervise site works to ensure safety, environmental and quality aspects meet or exceed requirements.
9. **Risk Management and continuous improvement:** Actively review for risk or opportunities and consider options to improve project outcomes.
10. **Reporting:** Ensure all reporting requirements including budget tracking and forecasting is up to date and accurate, clearly communicating reporting and progress tracking to enable ongoing management of projects and effective portfolio resource management.
11. **Documentation:** Ensure all project artefacts/documents and non-build deliverables including completion of fit for purpose quality assurance is undertaken, witnessed and verified by the appropriately qualified/experienced personnel to achieve agreed project outcomes. Prepare and ensure all project contract documentation is clear and accurate, with timely and appropriate stakeholder input to enable contractors to meet their obligations.

## Key Challenges

* Planning and delivering projects around assets or infrastructure within operational or other constraints.
* Building a network of preferred local contractors and consultants, who are within an acceptable travel radius to sites and are available to meet project timelines and resource requirements to achieve value for money outcomes.
* Understanding and attaining the relevant approvals from Heritage NSW, Aboriginal Lands Council, Local Council, Environmental departments such as National Parks, DPIE Fisheries, Landowners and other stakeholders in order to be compliant and maintain sound relationships.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Regional Operations Team (AM&S & Hydrometrics) | Principal Internal Customer- to deliver projects to provide solutions and reduce risk. |
| Asset Planning & Delivery Team | Collaborative management of work programs and assets. Utilisation of Project Engineering Design Management Capability. |
| Assets Operations Team | Obtain instructions on Level of Service and the organisation’s technical requirements, including Dam Safety requirements. |
| Strategy & Performance Team | To obtain Environmental/Heritage Approvals |
| Water Planning & Delivery Team | To obtain Internal Customer and Outage Approvals |
| Operations Performance & Support Team | To collaborate and drive for improvement and performance. |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Contractors and consultants | * Build and foster sustainable relationships with key contractors and consultants to ensure the Program of Works can be delivered and objectives can be met now and in the future. * Engaged in delivery of products and services as part of overall project delivery. |
| External third parties or stakeholders | * Interface/Liaise to progress project delivery (eg. landowners, utilities, planning authorities, council etc) |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

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| --- | --- | --- |
| People | Level |  |
| Communicating with Influence | B | * Tailors communication to suit the audience and uses a range of influencing techniques to build support * Supports messages with relevant examples, demonstrations and stories * Communicates issues clearly with different audiences * Handles challenging questions confidently and constructively |

|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Collaboration & Engagement with Customers & Stakeholders | B | * Builds and maintains relationships with individuals from other work groups to accomplish shared goals * Adapts approach to meet the needs of a broad range of customers and stakeholders |

|  |  |  |
| --- | --- | --- |
| Business | Level |  |
| Safety and Risk Management | B | * Takes immediate and appropriate action to minimise risk and maximise opportunities * Implements and monitors policies, procedures and programs * Role models safety behaviour * Considers safety and risk in all business decisions |
| Analysis and Problem Solving | B | * Defines the extent and cause of the problem through observation and investigation * Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions * Considers all possible solutions and seeks input from subject matter experts where appropriate * Takes necessary action to implement the identified solution |
| Continuous Improvement | A | * Identifies everyday process improvements and ideas within each team and takes ownership to lead and implement * Adopts new ideas and approaches with positive attitude * Identifies wastes and implements practices to minimise these * Has basic knowledge of continuous improvement tools and techniques |
| Planning and Delivering Results | B | * Manages expectations and accepts accountability for deadlines, budget and outcomes * Delivers consistently to plans and focuses on the achievement of results despite obstacles * Implements quality assurance practices to ensure projects and activities are delivered to required standards * Initiates action without prompting |

## Mandatory Candidate Requirements

**Qualifications:**

* Tertiary Qualification in Project Management or Engineering or demonstrated equivalent experience.
* Current NSW Drivers Licence

**Knowledge:**

* Knowledge of relevant standards, good engineering practice and applicable statutory requirements
* Knowledge of project management practices and delivery of asset related projects
* Commercial acumen to identify benefits, opportunities and trade-offs to be made when formulating and executing business cases, project plans and contract negotiations

**Experience:**

* Professional Project Management and Engineering experience in delivery water infrastructure asset-based projects
* Proven experience engaging with key internal and external stakeholders to identify needs, address issues and ensure objectives are understood and met
* Experience in negotiating and influencing outcomes including successful management of contractual disputes
* Demonstrated background in planning work and deploying resources to deliver business goals
* Demonstrated understanding of engineering design principles and can interpret project/engineering documentation such as specifications and drawings
* Proven experience in managing projects, design process and site-based experience managing construction activities and contractors

## Favourable Candidate Requirements

* Familiarity with water industry or similar utility environment
* Demonstrated knowledge of and practical application of PMBOK or Prince 2 Methodologies
* Experience in delivering projects from the client perspective
* Demonstrated experience in contract negotiation, contractor management and contractual dispute resolution

## Pre-Employment Checks Required

* Identification
* Drivers Licence
* Pre-employment Medical (field)
* Police Check