

Project Manager Contamination

About the position

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| Last Modified: 30 May 2024 | |
| Group: Water and Environment Services | Job family: Science & environment |
| Manager's title: Contamination & Hazardous Materials Team Manager | Manager once Removed's title: Environment & Heritage Services Senior Manager |
| Hours worked per week: As required | Primary work location: Parramatta |
| Flexibility options available: <input type="checkbox"/> Flexible hours of work (varied start and finish times) <input type="checkbox"/> Shift swapping <input type="checkbox"/> Rostered days off <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Job share <input checked="" type="checkbox"/> Remote working (such as working from home) | |
| Number of direct reports: Nil | Number of staff once removed: NA |
| Pay Level: <input type="checkbox"/> Award Choose an item. <input checked="" type="checkbox"/> Individual Contract of Employment (ICE) 1 | |

Purpose of the role

To manage projects and programs related to land and groundwater contamination, aligned with legislative compliance, stakeholder expectations and to provide safe places for our workers, contractors and the public. This role is responsible for managing projects involving assessment, remediation and management of land and groundwater contamination across Sydney Water's land and property portfolio. The role also provides expert technical support for strategic and operational business needs across the asset value chain.

Section 1: Accountabilities

Direct and indirect reports (where applicable)

No direct reports.

Indirect accountability for specialist service providers (engaged as needed).

Safety and leadership expectations

Safety expectations

- Comply with all health, safety and wellness requirements set by Sydney Water
- Ensure contractors conform with their Safety obligations and behaviours
- Actively participate in health, safety and wellbeing activities
- Exhibit visible safety behaviours with all team members and contractors
- Support workplace safety and security measures.

Leadership expectations

- Set own priorities in relation to workload, and complete allocated tasks, including making decisions within the parameters defined in task allocation
- Work under general supervision and direction against established priorities and procedures
- Make decisions within business defined parameters and following established procedures/protocols
- Coach, mentor and provide on-the-job training of Project Officers
- Support business performance reporting measures and improvements

Accountabilities and deliverables

This role is responsible for managing the delivery of land and groundwater contamination projects and programs that support business purpose, priorities and goals.

Technical expectations

- Use expert knowledge and professional judgement to balance cost, risk and outcomes.
- Account for stakeholder expectations within land and groundwater contamination projects and programs.
- Apply technical competencies and communication skills to positively influence and negotiate with land and groundwater contamination stakeholders.
- SME support to the business through provision of expert land and groundwater contamination technical, commercial and strategic advice.

Land and groundwater contamination:

- Maintain the organisation's Contaminated Land Management Plans (CLMPs) and manage associated obligations including routine inspections and remediation or make good requirements.
- Maintain the organisation's hazard data related to land and groundwater contamination hazards.
- Review the property / land portfolio to identify the need for new or updated contaminated land assessments, CLMPs, routine inspections and remediation or make good requirements.
- Manage land contamination risk across Sydney Water's property / land portfolio, prioritising assessment, remediation or management and ensuring legislative compliance with regulatory and business obligations.
- Respond to planned and unplanned service requests from within and external to the business and act as Subject Matter Expert to the business through provision of technical, commercial and strategic advice.
- Ensure project/program tasks are delivered on time, within budget and to the required standard.
- Ensure compliance with relevant Environmental Management System procedures.
- Develop and maintain external networks and relationships with land managers, EPA, SafeWork NSW and other stakeholders. Respond to external stakeholder, customer and regulator enquiries and implement collaborative solutions where appropriate.

Commercial and Legal Accountabilities

- Develop program budgets and Business Cases, using Sydney Water's financial management platform (SAP) to manage and forecast project and Program budgets.

- Engage PSC services - generally <\$100k, although some exceptions arise to meet procurement models.
- Support the management of NEC4 contracts with key suppliers as a technical subject matter expert.
- Track and manage finances and process deliverables for Contractors and PSC Consultants.
- Audit and inspect the works and deliverables of external suppliers (including review of technical reports, plans and clearance certificates) and provide feedback as appropriate.
- Manage and report on project and program KPIs and risks including financial, compliance, reputation, safety, performance and environmental risks.
- Respond to statutory frameworks affecting land and groundwater contamination - by engaging with regulatory authorities, reviewing legislative/policy changes and refining business procedures.

Sydney Water expects all staff to do other projects and perform additional duties as required.

Working relationships (internal and external)

Internal

- To be successful in the role, effective working relationships and feedback from peers and colleagues within the WES and across other related business areas is required.
- The role is required to actively project manage land and groundwater contamination outcomes with various business teams along the asset value chain.
- Effective SME contributions to internal stakeholder meetings, working groups and steering committees in support of land and groundwater contamination business needs.

External

- Stakeholder and regulator collaborative engagements relating to assigned program/project management functions, including:
 - land managers, LGAs, regulators (including SafeWork NSW and NSW EPA), landowners and other non-government stakeholders in relation to specific site issues and constraints
 - Professional services suppliers (Technical Panels).

Support representation of the organisation in relevant land and groundwater contamination discussions with government agencies (as appropriate).

Key challenges

This role is accountable for project managing the implementation of project/program specific approaches and compliance for land and groundwater contamination risk to achieve environmental and financial outcomes and compliance across a varied land and property portfolio of over 4,500 land lots.

The day-to-day challenges include:

- Managing competing workloads with multiple deadlines, stakeholder commitments and business priorities
- Maintaining working relationships with multiple stakeholders (internal & external)
- Implementing project, program and site specific land and groundwater contamination recommendations
- Ensuring quality and timeliness of service provider deliverables to statutory and industry standards
- Balancing competing priorities in the context of finite resources.

Physical and environmental conditions

- Field based Plant based Office based Exposed to loud environment
 Exposed to odorous environment Direct contact with customers

Section 2: Success Measures

Qualifications, licences, and certifications

Tertiary qualifications in science (or other relevant discipline).
Project/Program management qualifications or Contaminated Land Assessment Specialist certification (CLA Specialist CEnvP EIANZ) scheme are well regarded.

Experience and skills

Experience

- Approximately 7 years relevant industry experience in contaminated land and groundwater assessment, remediation and management, including project/program management experience.
- Experience in completing or supervising multi-site contaminated land and groundwater assessments and remediation, including licensed asbestos works/clearances and developing EMPs.
- Demonstrated experience in the identification and implementation of management strategies, corrective actions and risk mitigations related to land and groundwater contamination.
- Understanding and experience with major water or other similar utility.

Skills

- Technical competency in land and groundwater contamination, aligned with business outcomes.
- Applied knowledge of legislation and requirements related to land contamination assessment, remediation, waste classification and risk management.
- Project/program management and proficiency with databases, spreadsheets and project management tools.
- Organisational skills and success in prioritising competing requirements and meeting program schedules, to budget and within a high-volume work environment.
- Contract management of specialist consultants, contractors and service providers.
- Highly effective oral communication, negotiation and interpersonal skills needed for dealings with stakeholders to achieve project outcomes.
- Proven ability to identify, develop strategies for and manage issues associated with planning and delivery of land and groundwater contamination projects.
- Demonstrated ability to foster teamwork and to develop and maintain effective working relationships with internal and external stakeholders.

Additional notes

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-authorized 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.