



Position description

Position title	<i>Senior Project Manager</i>
Group / Branch	<i>Enterprise Transformation & Delivery (ET&D)</i>
Reports to (Title)	<i>ET&D Project Management Lead</i>
Competency level	<i>Individual Contributor</i>

Job Purpose

The Project Manager will operate as part of the Transformation Office portfolio, leading multiple ET&D initiatives of varying size, complexity, and maturity, and flexing delivery approach to suit the nature of each project. The incumbent will manage cross-functional, multi project team resources to deliver solutions in accordance with the defined scope and expectations.

This position is responsible for leading and managing the delivery of projects to approved schedule, budget, scope, quality and which meet business outcomes. Broadly, the incumbent will review and refine scope for various projects, which includes broad stakeholder consultation; develop the program management plan which identifies tasks, extent of contractor, stakeholder and SME activities; manage key milestones aligned to the Program, program progression and risks

The position will operate across the business, developing, managing, liaising and supporting various resources in undertaking program delivery and governance.

The Project Manager will clearly understand the business needs of the project stakeholders and effectively deliver an outcome which maximises South East Water's investment.

Key Accountabilities

- Responsible for the definition, documentation and successful completion of a range of projects within the ET&D program, ensuring that realistic project, quality, change control and risk management processes are maintained.
- Work closely with the project sponsors, cross-functional teams and work stream leads to plan and develop scope, deliverables, required resources, work plan and schedule.
- Actively manage competing priorities across assigned initiatives, escalating capacity, dependency, and sequencing issues to the Program Manager and PMO
- Support portfolio-level planning, dependency mapping, and scheduling activities
- Manage project teams of shared resources for optimal return-on-investment and coordinate and delegate cross-project initiatives.
- Identify key requirements needed from cross-functional teams and external vendors.



- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives.
- Evaluate and mitigate program risks.
- Partner with business sponsors to define, track, and report on benefits realisation and business outcomes throughout the project lifecycle.
- Ensure delivery remains aligned to agreed transformation objectives and value cases.
- Produce project reports for management and stakeholders.
- Collaborate on and ensure execution of Business and IT solutions meet program objectives ensuring that these services are delivered efficiently and within prescribed arrangements.
- Engage with release management on the prioritisation and planning of IT-related program initiatives.
- Support business change, acting as a point of contact for senior stakeholders and facilitating relationships between them and the change management function.
- Develop relationships with internal and external clients/suppliers/partners
- Demonstrate flexibility and adaptability to changing priorities while contributing as a collaborative member of the Transformation Office delivery team

Knowledge, Skills & Experience

Bachelor's degree in engineering, technical degree or an equivalent combination of experience and education

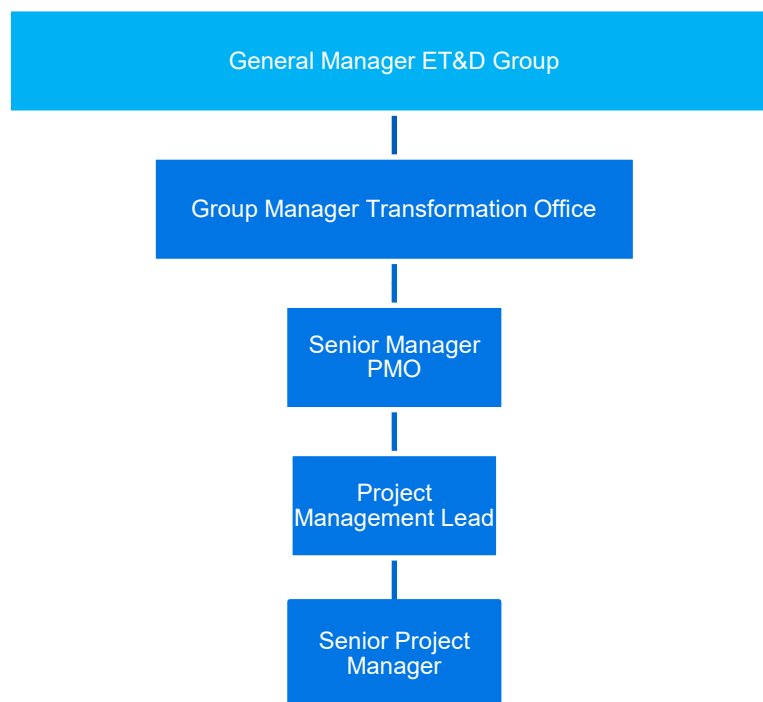
- A sound understanding of project management methodologies, will be well regarded, ideally complemented by experience in successfully managing IT relationships to achieve specific outcomes.
- Desirable experience or understanding of procurement, sewer networks, customer and logistics processes
- Extensive project management experience ideally in the digital space with a deep interest or fluency in emerging technologies and a deadline focus
- Demonstrated experience delivering projects using waterfall, agile, or hybrid approaches depending on initiative needs
- Ability to quickly assess delivery complexity and tailor governance and controls accordingly
- Dynamic personality with an ability to quickly establish trust and rapport at all levels of the organisation
- Hold a functional knowledge of IT, release management, contract management, procurement, BPMN 2.0, UAT, stakeholder management and change management
- Experience and delivery in an environment undergoing significant digital transformation and/or disruption
- Ability to manage and deliver within a complex and highly collaborative environment
- Extensive business experience with proven experience delivering multiple projects simultaneously
- Proven leadership skills and demonstrated success in driving high employee engagement



- Possess energy, develop relationships at all levels and, with the assistance of the change management function, lead organisational change.
- Exceptional written and verbal skills
- Proven ability to be visionary, conceptual, and creative coupled with a strong delivery and results focused approach
- Strong stakeholder management, strategic thinking and analytical skills
- Demonstrate flexibility and adaptability to changing priorities while contributing as a collaborative member of the Transformation Office delivery team.

Dimensions

Organisational Chart



Number of people managed:

Indirectly manage South East Water employees through cross business project teams and project stakeholders.

Size of budget managed:

While the Project Manager will not have authority to approve expenditure associated with a project, the Project Manager will be responsible for the management of approved project budget. Authority to approve expenditure is detailed in the Financial Schedule of Delegated Authorities.

Project managed will be project by project based and in the order of \$1M – \$10 M.