

## Lead - Directed Services Project Manager

### Asset Management

#### Position information

Group:	Operations
Reports to:	Directed Services Program Coordinator
Classification:	A07

#### Your role

As Lead Directed Services Project Manager, you will lead the successful delivery of the asset replacements, renewals and improvement projects for Directed Services in a way that ensures quality, financial and delivery targets are met. You will manage the development of strategies to engage the Seqwater Collaborative Asset Services (SCAS) contractor under the Directed Services contract arrangement and external providers, including the construction community, to obtain best value in asset delivery. You will provide expert advice and support in program and project delivery and specific project management and governance matters to other teams and groups as requested and manage the preparation of robust project management plans and business cases for works to be undertaken.

Appointment to this role is subject to the provision of a national police check. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

#### Seqwater's vision, values and promise

Water is essential for life. At Seqwater, it is our job to provide water for more than three million people across South East Queensland. We live and work in the communities we serve, and we proudly work together to deliver on our vision of Water for Life. We do this by living our values and keeping to our promise - Safe for Life.

Integrity, respect, care and courage are at the heart of the way we work and interact with our colleagues, stakeholders, customers and the communities every day.

We commit to delivering a high standard of customer service aligned to our strategic vision. We value working collaboratively with our internal & external customers to improve service delivery.

#### About your group

The Operations Group is responsible for the capture, storage and water treatment for South East Queensland. They apply asset management excellence, operation and maintenance of Seqwater's water infrastructure assets and catchment areas and the ongoing provision of bulk water supply services to meet customer service requirements and regulatory obligations.



## Key relationships

Leads others: 5 -10 direct reports  
Consultants and contractors as required

Internal customers: Regional Operational Teams  
Networks Operation Team  
Process Engineering  
Engineering Standards & Assurance  
Other Asset Management teams  
Strategic Maintenance Planning  
Health, Safety and Quality team

External customers: Contractors

## Leadership attributes

Seqwater's leadership model, *The Way We Lead*, identifies the attributes that leaders at all levels need to demonstrate to support our vision, promise and values.

The model is underpinned by the belief that for leaders to create stronger engagement with their teams, they must balance their attention and efforts between inspiring, motivating and energising others while supporting and driving them to deliver on actions, goals and outcomes.

Leaders at Seqwater:

- Build trust – are present, connected and authentic
- Collaborate – build purposeful relationships
- Demonstrate commitment – take ownership, embrace challenges and contribute expertise
- Make effective decisions – think and act on what is best for business
- Lead change – create a shared sense of purpose, make things happen
- Drive for results – focus effort on the things that take us towards excellence.

## Key responsibilities

- Lead a team of Project Managers in the delivery of minor capital works projects including asset renewals, asset refurbishments and improvements to achieve water supply strategies, requirements, and specifications prudently and efficiently.
- Oversee, review and develop business cases, project management plans, including understanding strategic intent, development of budgets and schedules, and options analysis.



- Manage the planning for minor capital works projects, medium sized (\$1-3m) stand-alone projects thru Phase 2 to 5 of our Capital Investment Lifecycle Framework.
- Oversee and manage the design and delivery phases of those works, ensuring that the reports, design plans and documentations are delivered in a timely and cost-effective manner and projects are delivered in accordance with specifications, standards and budgets.
- Manage all aspects of contractor engagement and contractor management engaged by directed services, including engagement of consultants, monitoring performance and delivery of agreed outputs.
- Oversee delivery planning, design, review and project management duties, including providing process and expert technical advice on all matters relating to design and delivery of capital projects within the constraints of time, cost and quality.
- Initiate and formulate projects and programs in accordance with key areas of the "Project Management Body of Knowledge" (PMBOK).
- Assist as needed with the timely resolution of scoping issues and by ensuring adequate consideration of procurement options as part of planning activities.
- Actively participate in multi-disciplinary teams to achieve cost effective outcomes, organisational acceptance of outcomes, and productive working relationships with the various levels within Seqwater.
- Lead and coordinate the end-to-end process of minor capital works projects, renewals and management of change.
- Oversee:
  - negotiations with government agencies and contractors on contractual and legislative compliance matters
  - technical input to communications with key stakeholders about project delivery issues, including community groups and representatives.
- Ensure that staff use their expertise to add value to the project, such as by identifying opportunities for it to be delivered more efficiently or to provide a more practical solution.
- Provide expert advice and support to other teams and groups about project and program delivery and program governance matters, as requested.
- Contribute extensively to:
  - the review of project delivery, including identification of opportunities to improve the procurement of future improvements
  - the assessment and specification of asset improvement options and the development of the asset improvement program
  - planning for the management of natural and built assets.
- Prepare and present management reports on all project issues, including financial performance.
- Provide leadership, direction coaching, mentoring and professional development as necessary to ensure staff possess the skills and knowledge to achieve business objectives and be compliant with legislative requirements.
- Promote a working environment that empowers staff to take ownership of their work, encourages innovative thinking, teamwork, enthusiasm and a consultative, customer focused attitude.



- Manage key stakeholder and client relationships and ensure productive and effective relationships are maintained with all internal and external stakeholders involved or associated with the Unit's activities.
- Observe and comply with all Seqwater work health and safety, quality and environmental management systems and procedures.
- Undertake other duties, which are assigned from time to time by the Coordinator.
- In all duties, comply with the behavioural expectations set out in the way we work (Seqwater's Code of Conduct), and our policies and procedures.

## Qualifications and experience

### Essentials

- Tertiary qualifications in engineering and or other relevant trade experience with significant demonstrated experience.
- Qualifications and professional experience in management or project management.
- Proven knowledge of key areas of project management body of knowledge (PMBOK).
- Demonstrated experience in project budget development and management.
- Demonstrated experience in leading teams, consultants, and/or contractors.
- Possess a current "C" class Queensland Drivers Licence
- Alignment with Seqwater values

### Desirables

- Highly developed verbal communication and interpersonal skills to effectively liaise, influence and negotiate with key stakeholders, external and internal clients, team members, regulatory authorities, consultation groups and other staff.
- Demonstrated experience in planning and assessment of complex asset sustainability projects and developing high quality planning reports and Business Cases.
- Proven high level skills in consultation, negotiation and co-ordination, and the ability to work with people at all levels internally and externally.
- The ability to coach and mentor colleagues and staff, providing mentorship and leadership qualities.
- Proven experience in business process development, implementation and administration, with a proven record of effecting and consolidating change.
- Substantial experience in management of infrastructure, evaluation of assets and their performance, preferably in water industry (dams, treatment plants, pumping equipment, or pipelines).
- Demonstrated successful achievement of managing the delivery of infrastructure projects of a complex and multi-disciplinary engineering nature, preferably in a water related environment.
- Significant experience in managing the delivery of projects and programs, including planning, organising, executing and reporting progress.



- Extensive knowledge and experience in Australian standards and general conditions for contracting, contract law, quality assurance, environmental management and workplace health and safety management.
- Highly developed written communication and computer literacy skills including Project scheduling, to compile and develop professional, technical and quality documentation and management reports on the program.
- Demonstrated attributes of drive, initiative and cooperation, integrity, and high ethical standards.

## Job capability requirements

- Demonstrate a willingness to discuss and implement improvements in procedures and systems.
- Ability to perform effectively in a changing environment and maintain an up-to-date skills and knowledge base.
- Self-motivation with the ability to work autonomously when required, as well as participate and contribute positively and constructively in a team environment.
- Proven ability to identify emergent risks and ensure timely and effective responses.