

## Position description

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<b>Position title</b>	<b><i>Senior Project Manager</i></b>
<b>Group / Branch</b>	<b><i>Finance &amp; Technology</i></b>
<b>Reports to (Title)</b>	<b><i>Project Services Manager</i></b>
<b>Competency level</b>	<b><i>Individual Contributor</i></b>

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### Job Purpose

This position is responsible for leading and managing the delivery of projects to approved schedule, budget, scope, quality and which meet business outcomes using the varied methodology as per the project requirements. This includes managing the administrative aspects of the project management including but not limited to budget and schedule management.

### Key Accountabilities

The Business Technology Services branch is responsible for the delivery and support of Information Technology within South East Water, and is aligned under South East Water's Sustainability strategy.

The Project Manager position resides in the Project Services area in the Business Technology Services Branch, and reports to the Project Services Manager. The Program Office which resides in the Business Technology Services Branch is responsible for the delivery of IT projects across all of South East Water and as required to other water authorities. This job holder provides scrum master services to internal SEW customers and as required other water authorities.

The role is responsible for managing project delivery, including managing project stakeholders, vendors, communication, team, risk, schedule, and budget. 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.

This role is responsible for

- Delivery of projects (both internal and external) to approved time, budget, scope, meeting quality and auditable standards as appointed by the Project Services Manager while managing risk
- Facilitation of all related project methodology ceremonies
- Preparing project budgets, higher-level and ballpark quotes for projects, estimation of project budgets for new projects.

- Development of project related documentation (e.g. Business Needs Document, Project Management Plan / Project Charter, Business Cases, Development of ROI / NPV, outlining reasons and benefits for project implementation, Statement of works and other relevant procurement documents, Project Status reports, risk / issues/ decisions register)
- Completion of benefits realisation for projects (as required)
- Influencing and building strong relationships with stakeholders and other resources associated with the delivery of assigned projects.
- Sourcing, negotiating and managing vendors
- Requirements management and ensuring that project deliverables and outcomes are relevant and beneficial to the SE Water business.
- Delivery Methodology – Comply with the procedures, practices and artefacts as direction by the Program Office and in line with audit standards.

## Knowledge, Skills & Experience

- Extensive experience in a similar role working in a medium to large organisation
- Experience with project governance, methodology and processes
- Degree-level qualifications in Information Technology or appropriate related discipline.
- Programme and Project Management certifications is desirable.
- Project Methodology certification is desirable, PMBoK, Agile, etc.

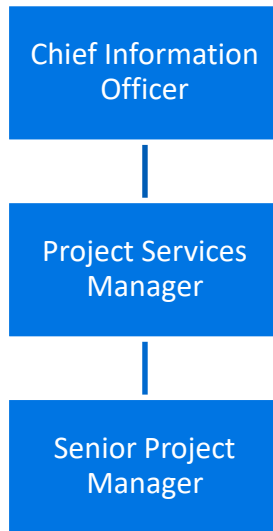
## SFIA Framework

SFIA Skill	SFIA Level
Consultancy	5
Methods & tools	5
Project Management	5
Benefit Management	5
System Development Management	5
Relationship management	5

## Dimensions

### Organisational Chart

Complete the organisational chart below, outlining the reporting structure for this role, including the direct people leader and any employees that report directly to the role.



**Number of people managed:**

This role has zero direct reports, and project related leadership of a team of up to 20

**Size of budget managed:**

Budget management is related to the Instrument of Delegations and business case approval limits

**Value of Assets managed:**

None

**Acceptance**

To acknowledge that you have read and understood the requirements of your role, please sign below.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_