

Senior Sustainability Advisor

Major Projects

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| Last Modified: 3 February 2022 | |
| Group: Asset Lifecycle | Job family: Science and Environment |
| Manager's title: Environment & Sustainability Manager – Major Projects | Manager once Removed's title: Head of Business Major Projects |
| Hours worked per week: As required | Primary work location: Both office and site based throughout Sydney Water's area of operations |
| Flexibility options available: <input checked="" type="checkbox"/> Flexible hours of work (varied start and finish times) <input type="checkbox"/> Shift swapping <input type="checkbox"/> Rostered days off <input type="checkbox"/> Part time <input type="checkbox"/> Job share <input checked="" type="checkbox"/> Remote working (such as working from home) | |
| Number of direct reports: NA | 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 drive sustainability aspects and performance of assigned major projects. Ensure sustainability requirements are adequately considered and implemented throughout the project lifecycle. Ensure Special Purpose Delivery Consortia compliance, Key Performance Indicators and Major Projects goal expectations are met. Provide sustainability advice to multi-discipline teams, championing low carbon infrastructure solutions.

The purpose of the Major Projects business is to lead and manage the prudent, safe, timely and cost-effective development and delivery of Sydney Water's Major Project program. To ensure the high profile and strategically important investments we make are delivered successfully in the eyes of our customers, our stakeholders and ourselves. While successful development and the ultimate delivery and handover of significant assets is a key role of Major Projects from a technical perspective, its main focus is on strategy realisation and value creation from a social, environmental, and economic perspective

Section 1: Accountabilities

Direct and indirect reports (where applicable)

Nil

Safety and leadership expectations

- Understand Sydney Water's corporate strategy and demonstrate SW values and behaviours in order to contribute to a positive and productive working environment.
- Demonstrate commitment to Sydney Water and Major Projects vision and objectives and understand your contribution to achieve these.
- Participate in team development, planning and co-ordination activities to enable the team to work effectively together.
- Maximise opportunities for coaching, training and professional development to continually develop your and the team's skills and capabilities.
- Set own priorities in relation to workload, and complete allocated tasks, including making decisions within the parameters defined in task allocation.
- Participate in health, safety and wellbeing activities such as wellbeing support activities, incident investigations, safety meetings, safety inductions and safety training.
- Exhibit visible safety behaviours.
- Support the safety and security of the workplace; Support the safety of all staff and contractors.
- Participants in ongoing process and system improvements to support and improve business efficiently and risk management, and staff work environment.

Accountabilities and deliverables

- Provide expert sustainability advice for Sydney Water's major projects portfolio. .
- Identify, develop and deliver sustainability initiatives and opportunities aligned with Sydney Water strategies. This will include capability uplift in project teams.
- Lead and support the implementation of sustainability, low carbon and climate resilience strategies to the required quality and timeframes.
- Assist in the implementation of the Sydney Water Environmental Management system, policies and procedures.
- Lead and support Sydney Water sustainability ratings or alternative processes. Oversee Delivery Contractors' sustainability ratings.
- Provide sustainability advice on procurement strategies and review tender submissions. Embed sustainability requirements into the design and procurement process.
- Establish, monitor and report on sustainability performance of major projects (for projects and business area).
- Develop, manage and lead the continual technical improvement of sustainability processes, and procedures within management systems.
- Liaise with government bodies and professional organisations on sustainability matters.
- Review contractor sustainability management documentation.
- Participate in risk assessments as per program or project scope, identifying sustainability risks, and effective management.

- Deliver training programs
- Prepare and distribute communications to key stakeholders as required
- Participate in PIRs, (Post Evaluation Reviews, Lessons Learnt Review and Benefits Realisation Reviews) of specific projects to ensure continual improvement.

Working relationships (internal and external)

- Asset Lifecycle
 - Project Directors, Project Managers and Project Engineers, MP
 - Delivery Manager, MP
 - Development Manager, MP
- Environmental experts MP, (E&H, PES, WW&E CD)
- Stakeholder Engagement Professionals
- Safety experts
- Contract Specialists
- Production and Network Managers and staff, CD
- Design, Construction and Maintenance representatives from the specific Major Projects delivery teams
- Environmental regulators and stakeholders (EPA, DPIE, NRAR)

Key challenges

- Provide expert sustainability advice on large water infrastructure projects.
- Identify ways to improve sustainability performance and work collaboratively with stakeholders to achieve a measurable improvement
- Comfortably operate within a number of different delivery models including integrated collaborative frameworks, traditional contract models, and various options in between.

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

- A Degree in Science, Environment Management, Environmental Engineering with sustainability components, or related field, or experience deemed equivalent.
- Construction Industry Induction White Card (desired)

Experience and skills

- 7+ years' work experience in a similar role within a similar industry
- Exposure to working with multi-discipline project teams to implement management systems and achieve goals
- Sustainability experience in infrastructure projects, and exposure to State Significant Infrastructure projects would be highly regarded
- Experience in sustainability ratings, including but not limited to the Infrastructure Sustainability Council.
- Experience using or knowledge of carbon accounting principles and standards
- Demonstrated effective influencing, negotiation skills
- Demonstrated ability to communicate across disciplines and at all levels of the organisational hierarchy
- Demonstrated strong analytical and problem-solving skills
- Working knowledge of current relevant environmental and sustainability legislation and current environmental and sustainability issues
- Demonstrated ability to develop and embed improvements in work methods across a program of works

Additional notes

Understanding of Sydney Water's operating context desirable

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