JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Senior Scheduler

Team: Asset PMO

Division: Delivery Performance and Partnerships

Group: Asset Services

Reports to (Name / Title): Mathew Clements, Asset PMO Manager

Number of Direct Reports: 0

Budget Mgt Accountability (Opex & Capex Amounts): 0

2. WHAT DOES THIS JOB DO?

Job Purpose:

The Senior Scheduler is a key role within the Portfolio Management Office (PMO), responsible for developing, maintaining and optimising project, program and portfolio-level schedules to ensure the effective delivery of YVW's Asset Portfolio. This role provides specialist scheduling expertise, across the Asset Services group and within the team, supports project delivery teams, and ensures accurate and integrated planning and enables time-based insights which inform decision-making, manage delivery risks and drive high performance.

The role also has elements of coaching, guidance and mentorship to more junior schedulers within the same team.

Responsibilities:

Schedule Management & Integration

- Develop, maintain and update detailed schedules for projects and programs across the Asset Portfolio.
- Integrate individual project schedules into consolidated program and portfolio views to identify critical paths, dependencies and resource constraints.
- Ensure schedules are aligned with project baselines, business case timelines, and funding allocations.

Stakeholder Engagement

- Partner with Project Managers, Program Manager and Team Leaders to validate plans, capture schedule inputs and maintain data integrity.
- Facilitate schedule reviews and workshops to ensure transparency and alignment.

Tools & Systems

- Administer and optimise scheduling tools (e.g., Microsoft Project, or equivalent) to support planning processes.
- Contribute to the continuous improvement of scheduling tools, templates and practices.
- Ensure consistent use of scheduling tools in line with PMO standards.
- Maintain and optimise scheduling dashboards.

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Capability Building

- Coach, guide and mentor more junior schedulers within the same team.
- Provide coaching and support to project teams on scheduling best practices, tools and techniques.
- Contribute to knowledge-sharing and uplift in scheduling maturity across the organisation.

Quality Assurance

- Complete checks over scheduling data and inputs to ensure accuracy.

Reporting & Insights (support role)

- Aid in production of schedule-related insights and reports, including milestone tracking, slippage analysis, forecast vs. actual comparisons, and earned value analysis (where applicable).
- Support highlighting scheduling risks, issues, and opportunities to support proactive decision-making at project, program and portfolio levels.
- Support in planning for Pricing Submissions from a scheduling perspective.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	**Level of Skill/ Experience** i.e. Basic / intermediate/ Advanced	**Years of Experience** (optional)
Demonstrated experience in project and program scheduling within complex, multi-disciplinary environments.	Advanced	7+
Advanced proficiency in scheduling tools such as Microsoft Project, or equivalent.	Advanced	
Proven ability to manage integrated schedules, track critical paths and analyse impacts of schedule variances.	Intermediate	
Excellent communication and stakeholder engagement skills	Advanced	
High level of accuracy, attention to detail and maintenance of data integrity	Advanced	
Analytical thinking	Intermediate	
Leadership skills including coaching, providing feedback and having difficult conversations	Advanced	
High level of oral and written communication skills	Advanced	
Ability to prioritise, multi-task and effectively delegate	Advanced	
Strong customer focus with demonstrated experience in quality and continuous improvements	Intermediate	
Strong influencing, negotiation and interpersonal skills	Advanced	

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High level of flexibility with a strong ability to lead others successfully through cultural, process, system and transformational change	Intermediate	
PMO experience	Intermediate	

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	**Method of Training** (e.g. certificate, ticket, observation, on-the-job etc....)	**Renewal Required** (Y/N/Unsure)	**Renewal Frequency** (e.g. Never, 1 year, 5 years etc....)
Qualifications / Certificates				
Qualification in Project Management, Engineering, Construction Management, Business or related discipline	Mandatory	Tertiary	N	Never
Certification in project scheduling (e.g. PMI-SP)	Highly desirable	Certificate	N	Never
High level of competency in the Microsoft Suite including advanced in Microsoft Project and Excel skills	Mandatory			
Experience with Power BI	Highly desirable			

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes *i.e., such as resilience, emotional intelligence*	Detail oriented, meticulous, proactive, organised, self-directed, adaptable, integrity based, achievement oriented, collaborative, motivated, goal oriented. Personal skills that support effective communications, change management, 'can do' attitude, attention to detail, a focus on teamwork and commitment to personal and business improvement.

3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements *i.e. required to lift heavy boxes* *Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)*	Hybrid working - meeting stakeholders, leaders and impacted teams at the Mitcham office and at other sites as directed (e.g. treatment plants or other external sites) to build a strong understanding of the YVW "business" and to develop effective relationships.	N/A

5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

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Role before (Name, Team, Division)	Project Manager in Asset Delivery and Care (if any)
Role after (Name, Team, Division)	Manager across Asset Services