



Project Management of Infrastructure Projects

We are looking for a new team member to grow our confident, dynamic and committed team in Australia. We are located between Dubbo and San Francisco, which proves that distance is no barrier for those who want to work remotely at The Infrastructure Collaborative.

Most importantly, we are looking for the right person with the right attitude! Someone with aligned goals who is willing to work and grow together, and not afraid to ask questions.

Initially the role is for casual/project based work, with the intention to make this an ongoing role. Remuneration will be based on experience and capability, we are a merit based place to work.

What we are looking for:

- Engineering qualification and relevant experience is essential.
 - Technical expertise in one of the following Engineering disciplines is desired:
Civil, Hydraulic, Water, Structural, Construction, Environmental.
- Understanding of water resource management or water network operations is desired.
- Solid project management skills and experience using a range of project management systems and programs is essential.
- Experience delivering multiple infrastructure projects is essential.
- Willingness to serve the client with high quality deliverables is essential.
- Autonomy, flexibility and adaptability is essential (that goes for us too). You should have the ability to plan long term, but also flexibility to meet last minute deadlines.
- An open, honest and flexible communication style is essential.
- Strong analytical and technical report writing skills are essential.
- You must be task oriented and a proven executor.
- Ability to identify and share your personal and professional goals each month with the team, and the courage to undertake professional development opportunities. Not afraid to stretch and grow, and willing to coach others to do the same.

A general outline of tasks could include, but are not limited to the below. The level of involvement will be determined by the person's experience:

- Contract administration and complete project management for identified projects.
- Develop project master plans to provide timeline information on key milestones and project work packages.
- Develop detailed project plans and framework that are consistently utilised across the board. Ensure the delivery of milestones within each project plan.
- Prepare detailed funding applications for local councils on a range of projects.
- Prepare and present formal progress reporting documentation to clients and funding bodies, along with informal/non-standard reporting as required.





INFRASTRUCTURE COLLABORATIVE

- Stakeholder consultation and communication strategy planning.
- Effective negotiation, dispute resolution, innovative problem solving and influencing.
- Deliver projects considering political, cultural and social sensitivities.
- Work within government policies, procedures and laws.
- Obtaining relevant approvals for building works.
- Make recommendations for system improvements and ways that a project can be delivered smarter, cheaper and faster.
- Budget control and project administration tasks.
- Coordination, procurement and engagement of:
 - Design services and related sub-consultants
 - Construction services including related documentation provision
 - Relevant landuse planning consultants
 - Other services as a project requires

If this sounds like you, we would love to talk to you! Please send your CV and a short introduction to kate@infracollab.com

