



Pre-Project Manager of Infrastructure Projects

Your role: shifting projects from planning shelves to shovel ready.

We are growing our team in Australia. Located between Dubbo and San Francisco, we prove distance is no barrier for those who want to work remotely and thrive regionally with The Infrastructure Collaborative.

First and foremost, 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 project based work, likely to be 20-30 hours / week, 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 (degree) and relevant experience is essential.
- Expertise in one of the following Engineering disciplines is desired: Civil, Hydraulic, Water, Mechanical, Structural, Construction or Environmental.
- Demonstrated experience planning or delivering multiple infrastructure projects is essential. Experience planning or delivering water and waste water related infrastructure projects is desired.
- Demonstrated experience coordinating the pre-planning and project inception documentation for infrastructure is essential, and for specific water related infrastructure is desired.
- Knowledge of Australian codes and standards in particular relating to water supply and wastewater systems is desired.
- Experience within a local government environment is desired.
- Developed project management skills with experience using a range of project management systems and programs is essential.
- Analytical, problem solving and technical report writing skills are essential.
- Ability to serve the client with high quality deliverables is essential, and EQ to hold the clients hand along the way goes without saying.
- An open, honest and flexible communication style 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.
- Task oriented, a proven executor and a self-motivator.
- Willingness to identify and share personal and professional goals with the team each month, and the courage to undertake professional development opportunities.





INFRASTRUCTURE COLLABORATIVE

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:

- 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.
- Stakeholder consultation and communication strategy planning.
- Work within government policies, procedures and laws.
- Make recommendations for our internal system improvements and the clients process improvements such 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, reach out for a 20 minute Google Hangout.

Please send your CV and a short introduction to kate@infracollab.com

