




PROJECT MANAGER

– DRFA AND CAPITAL WORKS

 **Burketown or Cairns, QLD | Full Time, Fixed Term**

Burke Shire Council is seeking to appoint two experienced **Project Managers** to support the delivery of Council's capital works and disaster recovery (DRFA) programs.

These roles are critical to ensuring the successful planning, coordination and delivery of a significant portfolio of infrastructure projects across the Shire.

One position will have a strong focus on the **Disaster Recovery Funding Arrangements (DRFA) program**, while the second will focus on broader capital works project delivery. Final role allocation will be based on skills and experience.

ABOUT THE ROLES

In these positions, you will be responsible for:

- ✓ Managing the delivery of capital works and/or DRFA projects
- ✓ Coordinating contractors, consultants and internal teams
- ✓ Overseeing project scope, budget, risk and timelines
- ✓ Preparing reports, funding submissions and acquittals
- ✓ Ensuring compliance with relevant legislation and funding requirements



The DRFA-focused role will also lead program-level reporting and funding compliance activities.



WHAT WE OFFER



Salary: \$125,000 – \$135,000
per annum (dependent on experience)



Superannuation: 12% super



Five weeks annual leave



Support through education and training



The opportunity to work on a diverse and high-value infrastructure program



The ability to make a real difference in the Burke Shire community



HOW TO APPLY

If you would like to join our team, please apply by
9am 25 May 2026.

APPLY HERE: bit.ly/BSC-Employment

For further information or to obtain copy of the Position Description, please contact hr@burke.qld.gov.au



Join us and be part of a team committed to creating a brighter future for Burke Shire.

WE'RE HIRING, JOIN OUR TEAM!

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About the Roles:

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What We're Looking For

We are seeking motivated and experienced professionals who can work autonomously and deliver outcomes in a dynamic, remote local government environment. To be successful, you will have:

- Demonstrated experience in project management (civil construction or infrastructure)
- Strong contract management and stakeholder engagement skills
- Proven ability to deliver projects on time and within budget
- Knowledge of local government or government-funded projects (highly desirable)
- DRFA or similar disaster recovery program experience (highly desirable for one role)

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- Superannuation: 12% super.
- Five weeks annual leave.
- Support through education and training.
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- The ability to make a real difference in the Burke Shire community.

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Chelsea Nelson
People and Culture Manager

Inclusion | Integrity | Innovation | Infrastructure