

Position Vacant

Job Title: **Project Manager**
Work type: Full time position
Department: Infrastructure Services
Pay range: \$120 -130,000.00 per annum + allowances + super dependent on experience.

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services and childcare provision.

Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

The Project Manager supports the delivery of key projects and contracts within the Infrastructure Services Department and reports directly to the General Manager Infrastructure Services.

This role is responsible for planning, leading, and delivering assigned building and civil capital projects and major maintenance works in line with the approved works program. It also includes managing external contractors and consulting engineers to ensure successful project outcomes.

Strong communication skills and the ability to maintain solid relationships (with internal and external) stakeholders will be vital to this role along with high level of commitment to interact positively in a remote Aboriginal community.

Key Accountabilities

The role is responsible for project initiation, development, implementation and delivery of assigned building and civil capital projects and major maintenance works within approved works program. Key duties include (but not limited to):

- Lead and manage, multi-disciplinary building and civil projects from conception to completion.
- Exercising professional judgement and decision-making authority.

- Identify, report and escalate any potential or actual variations to project scope, cost or schedule in a timely manner.
- Undertake cost estimating, cost budgeting and cost control using Council's financial management software to ensure projects are completed within approved budget.
- Provide monthly financial reports with cash flow projections.
- Prepare and review funding submissions, project documentation and progress reports, and at the higher level, provide strategic input into grant and capital works planning frameworks.
- Complete peer review of project-related documents, or other documents as assigned by the senior managers.
- Establish and maintain productive working relationships with all internal and external key stakeholders to ensure a positive and professional image of Council is maintained and enhanced.
- Represent Council in negotiations and liaison with key stakeholders including funding agencies, regulatory bodies and contractors to achieve optimal project and community outcomes.
- Respond to development applications and other referrals as allocated by the senior managers.
- Prepare project initiation documents which includes project plans, budgets, and risk and impact analysis.
- Provide specialist technical and engineering advice to management, Councillors, consultants and external stakeholders.
- Oversee and manage contractor performance, ensuring compliance with specifications, quality standards, and safety regulations.
- Ensure all Local Government Statutory obligations and State and Federal Legislative requirements that fall within the engineering, Infrastructure and project functions are met by obtaining the necessary approval and permits and keeping up to date with changes and disseminate information accordingly.
- Contribute to the development and review of Council's infrastructure strategies, long-term asset plans and capital works programs.
- Assist in the formulation of financial and other resourcing strategies to ensure timely and cost effective programs and projects delivery.
- Maintain accurate and detailed project documentation.
- Contribute to the continuous improvement of project delivery processes and proactively seek ways to improve the effectiveness and efficiency of the Project team's ability in delivering projects.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

Qualifications, Skills and Attributes

- Degree qualification in Project Management, Civil Engineering, Construction Management (Building) or equivalent qualification in a related field desirable.
- Demonstrated experience in the construction industry, preferably in a local government environment and in the capital works project delivery field.
- Demonstrated experience in project management principles and practices.
- Demonstrated experience and a detailed knowledge of contract preparation, administration and supervision.
- Demonstrated knowledge and expertise in Civil Engineering desirable.
- Knowledge and ability to apply contract law to Council's contract management practices.
- Proficient in providing accurate cost estimates for construction works.
- Highly developed written and verbal communication skills.
- Well-developed report and submission writing skills.
- Well-developed computer skills (word processing, spreadsheets, calendar management and relevant project management tools).
- Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.
- Highly motivated and able to work independently.
- Exhibit initiative, responsibility and flexibility.
- Knowledge and experience with council policies, operating frameworks, records management, procedures and forms.
- Current "C" Class Queensland Drivers Licence, Construction white card.

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$120- \$130,000 per annum plus superannuation and allowances, dependent on experience.
- Access to our Employee Assistance Program (EAP)

Where the successful applicant is sourced from outside the Shire of Aurukun:

- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy

How to apply

To apply, email a copy of your current resume and cover letter addressing the Selection Criteria of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 6 February 2026.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date.

Only shortlisted applicants will be contacted. Appointment to this position is subject to a

satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au