



Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.

Manager facilities and maintenance

- **Strong time management skills, including the ability to handle multiple projects**
- **Ability to build trusted relationships with all stakeholders**
- **Strong written and verbal communications**

We are looking for an experienced manager facilities and maintenance to mentor, coach and lead the facilities and maintenance team. In this role you will need to develop sound relationships with key stakeholders, ensuring that the contracted services are delivered upon and exceeded, as well as identifying additional services and improvements.

ABOUT THE ROLE:

You will report directly to the director operations and play a key strategic leadership role.

Specifically you will be responsible for:

- delivering the asset and infrastructure maintenance projects and services program in accordance with GMCT's project lifecycle and on behalf of the executive management group
- ensuring timely and thorough project development, planning, reporting, governance and oversight ensuring documentation and execution is fit for purpose
- ensuring a high level of performance and engagement across the work units that facilitate the achievement of the GMCT's vision and strategic and business objectives.

The manager facilities and maintenance is based in GMCT's northern region but will require regular travel to other GMCT sites.

TO APPLY:

Applications must address the key selection criteria and be submitted to jobs@gmct.com.au.

Closing date:

4pm Friday, 21 April 2017

This position requires the successful candidate to undergo a pre-employment medical and police check and values testing.

People of Aboriginal and Torres Strait Island descent are encouraged to apply.

GMCT is an Equal Opportunity Employer.

GMCT is a Supportive Employer of Australian Defence Force Reservists.



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ABOUT YOU:

- Degree qualified in engineering, architecture, civil, construction etc. or equivalent
- A minimum of 10 years of experience in operations/development/building or equivalent
- Able to effectively communicate at the executive level
- High level of interpersonal and communication skills and demonstrated ability to apply these with internal and external stakeholders
- High level report writing capability
- Proven capacity in the planning, development, implementation and evaluation of similar services
- Demonstrated ability in managing maintenance services contracts
- Demonstrated ability to undertake analysis, generate and report on information and provide recommendations

ABOUT GMCT

The Greater Metropolitan Cemeteries Trust (GMCT) is custodian of 21 cemetery and memorial parks located within the northern, eastern and western suburbs of metropolitan Melbourne.

Established in 2010 by the Victorian Government following major reforms to Victoria's cemeteries sector, GMCT provides a broad range of cemetery and crematoria services to Melbourne's diverse communities. GMCT is committed to providing cremation, burial and memorialisation services of the highest quality, delivered in a way that shows care for people and sensitivity to their values and beliefs.