



## Careers at GMCT: More than just a job

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

# Senior advisor – contract and procurement

- **Primary location: Fawkner**
- **Full time, fixed term contract – five years**

### About the role:

Reporting to the finance manager, your role will entail providing procurement and contract support services to the organisation in relation to the broad range of goods and services – from construction to consulting services – that are acquired using competitive processes.

The position co-ordinates the end-to-end tender processes, prepares associated contract documentation and ensures adherence by staff to GMCT's procurement and contracting policies and procedures.

As the senior advisor – contract and procurement your key responsibilities will include:

- review of specifications and other procurement/preferred supplier documents
- oversight of the overall procurement process
- facilitation and evaluation of procurements
- assisting with preparation of evaluation reports when required
- preparing contract documents and maintaining the contract and procurement register.

### About you:

- A tertiary qualification in commerce or procurement, or lesser formal qualifications with demonstrated extensive relevant experience.
- Demonstrated extensive experience in the establishment of contracts for a wide range of goods and services, including infrastructure maintenance services, building and civil construction projects, IT projects, consultancy services, and procurement of miscellaneous goods and services.

### TO APPLY:

Applications must address the key selection criteria and be submitted to [jobs@gmct.com.au](mailto: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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- Proven capabilities in the preparation of written documentation, including tender documents, contract documents including specifications, conditions of contract, and conditions of tendering etc. including familiarity with Australian Standards form of contract.
- Demonstrated extensive experience in coordinating and evaluating tender submissions and a broad knowledge and understanding of tender evaluation processes and associated probity requirements.
- Familiarly with the Victorian Government Purchasing Board policies.
- Thorough knowledge of the principles of competitive tendering, contracts, and financial and business management practices.
- Well-developed evaluation, analytical, investigative and problem-solving skills.
- Understanding of contract law.

This is an exciting opportunity for a professional looking for a challenging role to develop their career, make their mark and deliver sustainable benefits for the business.

### 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.