



## Careers at GMCT: More than just a job

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

# Governance liaison advisor

- **Primary location: Fawkner**
- **Part-time (30.4 hours/week) or full-time (negotiable)**
- **Fixed term contract**

**We are looking for an experienced governance liaison advisor to be part of our finance and business team based at Fawkner.**

As the governance liaison advisor you will provide professional and confidential support and advice to the trust, executive and leadership team regarding governance principles and GMCT's governance requirements.

### **Key responsibilities will include:**

- Coordinate, monitor and administer the trust's meeting cycle, including subcommittee meetings.
- Coordinate agendas and the annual work plan of the trust and subcommittees.
- Monitor the completion of action items arising from trust and subcommittee meetings.
- Monitor compliance with the terms of reference for the trust and subcommittees
- Provide superior level of strategic advice and guidance to the managers, directors, chief executive officer and the trust as required on all matters pertaining to governance.
- Accountability for providing input into policies, and the development of procedures and work processes relating to compliance with relevant legislation and governance best practice principles.
- Maintain the policy register and framework and influence the updating of policies in a timely manner.

### **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, 16 June 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:

- Tertiary qualification in business or corporate governance with relevant experience
- Experience as a company secretary or similar role
- Demonstrated experience in FOI and privacy
- Demonstrated experience or understanding of internal audit plans
- Demonstrated experience or understanding of organisational strategic plan and annual plan development as well as business planning processes
- Regularly review policies and systems in place and recommend appropriate improvements
- Solve problems using established procedures, guidelines and/or application of technical knowledge or relevant experience
- Ensure that correct advice and information is given to managerial, senior executive, trust and other employees when requested on a range of legislative, administrative and policy matters
- Ability to understand and interpret legislative and policy matters
- Ability to monitor the status of a range of projects and to be able to prepare status reports which can readily identify areas requiring extra attention
- Knowledge of Freedom of Information Act and Privacy Information Act
- High level of diplomacy and discretion when dealing with confidential information
- High level of writing skills and demonstrated capacity to research and prepare reports
- High level of interpersonal and communication skills and demonstrated ability to apply these with internal and external stakeholders

### ABOUT GMCT

The Greater Metropolitan Cemeteries Trust (GMCT) is custodian of 21 cemeteries 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.



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