

# 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

- **Location: Fawkner**
- **Part-time (30.4 hours/week) or full-time (negotiable)**
- **Fixed term contract – 5 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 coordinates 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:

- Liaison with other GMCT departments and the provision of advice to these departments on contract and procurement management will be feature of the position.
- Review specifications and other procurement/preferred supplier documents, oversight of the overall procurement process, facilitate the evaluation of procurements, assist with preparation of evaluation reports when required, preparation of contract documents and maintenance of the contract and procurement register.
- Oversight of the overall procurement process.
- Facilitation and evaluation of procurements.
- Assist with preparation of evaluation reports when required.
- Preparation of contract documents and maintenance of the contract and procurement register.



### 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, 30 June 2017**

*This position requires the successful candidate to undergo a pre-employment medical, a 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:

- 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, procurement of miscellaneous goods and services.
- 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.
- Familiarity 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 challenging role to develop their career where you can make your mark and deliver sustainable benefits for the business.

### ABOUT GMCT

At the Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 18 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 11,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services.

We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

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