

Careers at GMCT: More than just a job

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



Project manager



- **Location: Fawkner**
- **Full-time, fixed-term contract (five-year contract)**

This is an excellent opportunity for an experienced project manager to be part of our strategic development and infrastructure team based at Fawkner Memorial Park.

Reporting to the manager development and infrastructure program, you will be responsible for all nominated projects, including co-ordinating and overseeing all activities by contractors (and staff) engaged to undertake specific projects.

Key responsibilities include:

- promote, build and maintain good communication and working relationships within work units and across other GMCT departments
- work with the manager development and infrastructure program (MDIP) and the senior management team to implement and uphold the GMCT vision, mission and values and the objectives incorporated within strategic, annual and business plans related to the delivery of projects
- support the manager development and infrastructure program (MDIP) and senior management in identifying and resolving any risks or issues relating to infrastructure projects
- support the senior project manager (SPM) in monitoring and evaluating achievement of productivity against negotiated targets and implement strategies to meet agreed targets.
- participate in the preparation and development of the annual budget for the operational unit, including the capital expenditure budget
- ensure projects are delivered with budget and forecast.

To be successful in this position you will require:

- Diploma in Civil Engineering degree or relevant construction experience
- ability to effectively communicate at the executive level
- proven capacity in the project management
- demonstrated ability to undertake analysis, generate and report on information and provide recommendations
- decision making; proven ability to work independently and to provide advice on a broad range of issues
- knowledge and experience in understanding and advising on project management and best practice methodologies and principles.

TO APPLY:

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

Closing date:

4pm Friday 8 February 2018

This position requires the successful candidate to undergo a pre-employment medical, 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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- outstanding skills in driving and facilitating complex transformation programs in collaboration with multiple internal and external stakeholders to meet and address current and emerging business needs; to high quality standards, within defined timeframes and within budget constraints
- demonstrated skills in analysis and reporting
- exceptional relationship and communication skills, including the ability to provide authoritative advice and to manage relationships, influence and negotiate at senior levels
- extensive knowledge of and proven experience in strategic stakeholder engagement
- excellent written communication and interpersonal skills, including demonstrated ability to prepare and deliver technical and business papers, reports and proposals for all levels of GMCT and particularly for the executive and trust.

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.