

## Careers at GMCT: More than just a job

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



# Planning and design officer - graduate



- **Location: Fawkner**
- **Salary: EBA Level 2 (\$62,812.71+Super)**
- **Full-time, 12 month fixed term contract**

This is an excellent opportunity for a Planning and design officer – graduate to be part of our Infrastructure and Development team based at Fawkner.

### Key responsibilities include:

- undertaking construction documentation for tender
- preparing documentation including reports, plans and briefing materials for senior management and stakeholders
- preparing drawings and imagery for reports and presentations for senior management and stakeholders
- liaising with and managing external consultants and contractors

### To be successful in this position you will require:

- a tertiary qualification in urban planning, landscape architecture or equivalent demonstrated experience in a similar or comparable role
- written and oral skills for reporting and presentations
- ability to read, understand and communicate current methodologies and data pertaining to population growth trends and death forecasting in Greater Melbourne
- ability to produce a range of complex technical and presentation material

### 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 18 January 2019**

Please find position description here.

*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.

### ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 19 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 12,500 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.