

 <p><b>The Greater Metropolitan Cemeteries Trust</b> Lasting memories, peaceful places.</p>	<p><b>Position description</b></p>
<p><b>Position title</b></p>	<p>HR Graduate</p>
<p><b>Fixed term contract or EBA</b></p>	<p>EBA, Fixed-term</p>
<p><b>Status</b></p>	<p>Fixed term, full-time</p>
<p><b>Classification and remuneration (Remuneration EBA only)</b></p>	<p>Level 2.1</p>
<p><b>Hours of work</b></p>	<p>38 hours 5 days per week</p>
<p><b>Region</b></p>	<p>North</p>
<p><b>Primary location</b></p>	<p>Fawkner – you may be required to provide support across the different GMCT sites from time to time to support business continuity.</p>
<p><b>Date PD adopted</b></p>	<p>August 2025</p>

### Our organisational environment

At The Greater Metropolitan Cemeteries Trust (GMCT) we believe in caring for our communities with dignity and compassion.

GMCT is comprised of three regions (north, east and west). Corporate functions and administration are conducted from the head office, located at Fawkner Memorial Park. We recognise that our industry sector is not immune to change and is being shaped by a number of trends. We are in a strong position to respond to these trends and require a workforce that is agile, resilient and up for change and innovation.

### Our purpose

We care for the living by taking care of moments that matter.

### Our vision

Lasting memories, peaceful places

### Our mission

We provide the final care for your loved ones, with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

## Our values

Our values are a description of the way we see the world and what is most important to us. They are the principles that guide and shape the way we think and act. This includes the way we provide services to our customers, the way we treat each other within the organisation and the way we relate to the wider community.



Whenever our support is needed, we are ready to be there, responding with sensitivity and kindness.

We consider every situation to be unique and strive to understand the needs of customers and colleagues so we can put them at the heart of everything we do.



We respect the rights, traditions and beliefs of every individual, family, community, and culture we work with.

We respect, support and recognise our colleagues so we can empower one another to do the same for the communities we serve.



We have courage to hold ourselves to account, and recognise our individual and collective responsibility for ethical, honest, and considered conduct.

We hold ourselves and each other to the highest standards of professionalism and compliance.



Our cemeteries and memorial parks have been here for generations, and will be here for generations to come.

We use our resources wisely, plan effectively, and look after our environment and ourselves to ensure that GMCT contributes to a more sustainable future.

## 1. Position organisational relationships

The HR Graduate role is an integral part of the Operations and People directorate and has the following organisational relationships:

Accountable to:	HR Lead
Supervises:	Nil
Internal liaisons:	Human Resources Team, Executive Management Group, Leadership Group, all staff across all departments.
External liaisons:	Department of Health & Human Services (DHHS), Internal & External Auditors, Recruitment Agencies, Industrial Associations. Government Agencies, e.g. Centrelink, Superannuation Funds, Australian Taxation Office, other external stakeholders as required

## 2. Position context

The GMCT Human Resources Team comprises the Chief Operations and People Officer, General Manager Human Resources, HR Manager, HR Lead, HR Business Partner, HR & Payroll Officer, HR Graduate, Payroll Business Partner, Training & Assessment Specialist and Learning & Development Coordinator. The team provides human resources management to all GMCT staff and programs.

## 3. Position objectives

The HR Graduate engages with key stakeholders to support the organisation in effectively delivering a positive employee experience to all GMCT staff.

Undertaking other duties in the best interests of the organisation within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## 4. Key responsibilities

The HR Graduate is responsible for the following:

- End to end recruitment administration support, including: preparing advertisements, placement of job advertisements, interview guides, shortlists etc.
- Prepare new employee welcome packs and HR/Payroll packs
- Assist the HR content on GMCT's intranet (design artwork using Canva)
- Assist with the uniform inventory and allocation process for Indoor staff, including ordering, distribution, and stock monitoring, as well as handling requests for name badges, business cards, and ID photos.
- Assist the HR team with the My Career My Development process administration
- Supporting the HR Team to deliver key Health & Wellbeing programs and initiatives across GMCT
- Assist in the data reporting for the HR Dashboard
- Learning & Development administration including coordinating programs, organising learning resources, vendor management, learner communications etc.
- Undertake general administration as required
- Support the completion of relevant HR projects

## 5. Key capabilities

### Essential capabilities

Capability	Proficiency level
<p><b>Change agility and resilience</b> – Maintains composure and focus under pressure and quickly adapts to change</p> <ul style="list-style-type: none"> <li>• Embraces change with patience, an open mind, and maintains a positive attitude during times of change</li> <li>• Works effectively even when faced with disruption and uncertainty</li> <li>• Understands how self and others manage health &amp; wellbeing</li> <li>• Uses effective strategies to stay calm and composed under pressure</li> <li>• Maintains health and vitality to enable 'bounce-back' from setbacks</li> </ul>	Foundational
<p><b>Customer centricity</b> – Has the customer experience at the forefront of every decision and action</p> <ul style="list-style-type: none"> <li>• The customer is at the heart of every decision and action</li> <li>• Clearly understands who the customer is (internal and external)</li> <li>• Identifies and meets customer needs</li> <li>• Understands the drivers of GMCT customer satisfaction and how to positively influence these</li> </ul>	Foundational
<p><b>Emotional intelligence</b> – Identifies, controls and appropriately expresses emotions of self, and manages the emotions of others with empathy and respect</p> <ul style="list-style-type: none"> <li>• Demonstrates awareness and understanding of own emotions and mood</li> <li>• Understands the impact that emotions can have on thinking, decision making and behavior</li> <li>• Demonstrates awareness of the impact own emotions can have on how interact with others</li> <li>• Demonstrates awareness and acceptance of the cultural, religious and other demographic backgrounds of GMCT customers and stakeholders</li> </ul>	Foundational
<p><b>Collaboration</b> – Builds and maintains positive relationships to enhance productivity and increase customer satisfaction</p> <ul style="list-style-type: none"> <li>• Awareness of key internal and external stakeholders, and how best to engage with them to achieve desired results</li> </ul>	Foundational

<ul style="list-style-type: none"> <li>• Forms strong relationships with immediate team</li> <li>• Works effectively as part of a team</li> <li>• Adopts a flexible, open minded approach to achieving own objectives whilst supporting the achievement of broader team objectives</li> <li>• Understands the importance of teamwork in achieving individual and team objectives</li> </ul>	
<p><b>Innovation</b> – Actively seeks out to create and take advantage of opportunities to improve business performance and the customer experience</p> <ul style="list-style-type: none"> <li>• Finds and uses information from a variety of sources when solving problems</li> <li>• Identifies everyday process improvements and comes up with innovative ideas within own role</li> <li>• Understands why learning from the past when planning for the future is important, and how a focus on the future relates to GMCT’s objectives</li> </ul>	Foundational
<p><b>Communicating with influence</b> – Engages and inspires others through clear, timely, accurate and persuasive communication</p> <ul style="list-style-type: none"> <li>• Uses active listening and appropriate questioning techniques to uncover stakeholder / customer needs and drivers</li> <li>• Uses relevant information and evidence to explain an idea or concept</li> <li>• Communicates information in a clear, accurate, timely and structured manner</li> <li>• Communicates openly and honestly</li> </ul>	Foundational

***\*PLEASE NOTE: The key capabilities will be further explored in the interview process***

## 6. Qualification, Relevant Skills and Experience

### Qualifications and experience

- Completed or working towards tertiary qualification in Human Resources, OHS or relevant generalist HR/ER experience.

### Skills / abilities

- Pro-active approach to problem-solving
- Well-developed communication, administration and prioritisation skills
- Strong attention to detail and accuracy
- Demonstrate initiative and ability to work autonomously.
- Understand and maintain confidentiality
- Ability to build collaborative working relationships

### Technical skills

- Intermediate Ms Office skills
- Adobe creative suite experience (desirable)

## **7. Key selection criteria**

Applicants must address the following criteria in writing to be considered for this position. All selection criteria are essential.

- Completed or working towards tertiary qualification in Human Resources, OHS or relevant generalist HR/ER experience
- A basic understanding of Human Resources, Workplace Health & Safety or Business-related principles, standards and processes
- Excellent written and verbal communication skills
- Ability to build strong working relationships with both internal and external stakeholders.

## 8. Relevant physical requirements

Requirements	Frequency of occurrence (Check box where appropriate)				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to 66%	Regularly 67%-100%	
<b>Weights and forces</b>					
Lifting from floor to waist (<5 kg per item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting at waist height (<5 kg per item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting waist to above shoulder (<5 kg per item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing (trolley weighing up to 50kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pulling (trolley weighing up to 50kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moving equipment and/or furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holding or supporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Whole body and lower limb movement</b>					
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff encouraged to alternate sit/stand for
Sitting - at desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting – vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking – whilst carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking – on uneven ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing – stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing - ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving – passenger vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer – desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer - laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Upper body and upper limb movement</b>					
Reach - forward (>30cm from body)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach - side (>30cm from body)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach – above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gripping or grabbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rotating neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bending spine - forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending spine - backward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting spine to side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing with pen or pencil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirements	Frequency of Occurrence (Check box where appropriate)				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to 66%	Regularly 67%-100%	
<b>Sensory</b>					
Hearing – holding direct conversation and telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing – alarms, signals, disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual – read printed material, signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual – read computer screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual - driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>					

## 9. Declaration

A medical examination is required to ensure that you are placed in a position in which the duties required are safely within your capacity.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 (“the Act”) to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or make a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with Greater Metropolitan Cemeteries Trust does not entitle you to compensation under the Act.

**I have read and understood the requirements of this role and declare that I am able to perform the inherent requirements of the role outlined within.**

**HR Graduate**

---

**Signature**

**Print Name**

**Date**