

 <p>The Greater Metropolitan Cemeteries Trust Lasting memories, peaceful places.</p>	<p>Position description</p>
<p>Position title</p>	<p>Project Management Graduate</p>
<p>Fixed term contract or EBA</p>	<p>EBA</p>
<p>Status</p>	<p>Fixed term, full-time</p>
<p>Classification and remuneration (Remuneration EBA only)</p>	<p>Level 2.1</p>
<p>Hours of work</p>	<p>38 hours 5 days per week</p>
<p>Region</p>	<p>North</p>
<p>Primary location</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>Date PD adopted</p>	<p>September 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 provide the final care for your loved ones, with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

Our vision

Our peaceful places and compassionate support provide solace and belonging so families and friends can cherish and preserve the lasting memories of their loved ones.

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 Project Management Graduate role is an integral part of the Built Environment Directorate. As part of the Graduate Program, the Project Management Graduate will rotate across the following areas within the directorate over the course of the program: Facilities and Maintenance, Greenfield Projects, Capital Program and Sustainable Development.

Accountable to:	Contracts & Facilities Manager
Supervises:	Nil
Internal liaisons:	Executive team, Chief Built Environment Officer, Leadership team and all indoor/outdoor staff
External liaisons:	Contractors, visitors and government agency representatives

2. Position context

The Project Management Graduate role will work collaboratively with project managers and peers to support the delivery of nominated projects in a safe, strategic, and effective manner that enhances GMCT's stakeholder experience. Over the course of the graduate program, the role will rotate across key areas within the directorate, providing exposure to a broad range of projects and expertise.

3. Position objectives

The Project Management Graduate will work with various project managers co-ordinating and overseeing all activities by contractors (and staff) engaged to undertake specific projects. This includes development of project management plans, execution and delivery of projects on time, on budget, and within scope.

This role requires good interpersonal and influencing skills, good problem-solving ability, and a high-level understanding of project management methodologies.

4. Key responsibilities

- Participate with managing projects through full project lifecycles including feasibility, implementation and project close out.
- Support managing consultants and contractors from planning, design through construction.
- Assist in working with sponsors/stakeholders to initiate projects through project scope definition, success metrics and criteria, project budgets and funding, project prioritisation and resourcing requirements.
- Adhere to project methodology compliance standards and governance as set by GMCT.
- Participate in evaluation panels for tender evaluations, helping non-technical members in their understanding against benefit criteria through appropriate query and investigation of products or suppliers being evaluated.
- Promote, build and maintain good communication and working relationships within work units and across other GMCT departments.
- Support Project Managers and executive and leadership teams 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.
- Assist in the preparation and development of the annual budget for the operational unit, including the capital expenditure budget.

- Participate in projects delivered within the budget and forecast parameters and provide input to cash flow.
- Undertake and support contract and general administration as required.

5. Key capabilities

Essential capabilities

Capability	Proficiency level
<p>Accountability and results focus – Plans effectively and takes accountability for behaviour and results</p> <ul style="list-style-type: none"> • Completes goals and activities that are aligned to team, business and GMCT strategic objectives • Understands the GMCT Strategic Objectives and GMCT Values • Follows GMCT process and completes work in a timely manner to expected standards • Identifies issues or roadblocks and escalates appropriately • Holds self to account for results and behaviour and accepts responsibility for outcomes 	Foundational
<p>Profession specific – Knowledge, skills and experience that are required for non-industry professions</p> <ul style="list-style-type: none"> • Knowledge and understanding sufficient enough to handle routine tasks • Understands and can discuss terminology and concepts relating to the capability • Requires some guidance or supervision when applying the capability 	Foundational
<p>Innovation – 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"> • Finds and uses information from a variety of sources when solving problems • Identifies everyday process improvements and comes up with innovative ideas within own role • 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 	Foundational
<p>Change agility and resilience – Maintains composure and focus under pressure and quickly adapts to change</p>	Foundational

<ul style="list-style-type: none"> • Embraces change with patience, an open mind, and maintains a positive attitude during times of change • Works effectively even when faced with disruption and uncertainty • Understands how self and others manage health & wellbeing • Uses effective strategies to stay calm and composed under pressure • Maintains health and vitality to enable 'bounce-back' from setbacks 	
<p>Collaboration – Builds and maintains positive relationships to enhance productivity and increase customer satisfaction</p> <ul style="list-style-type: none"> • Awareness of key internal and external stakeholders, and how best to engage with them to achieve desired results • Forms strong relationships with immediate team • Works effectively as part of a team • Adopts a flexible, open minded approach to achieving own objectives whilst supporting the achievement of broader team objectives • Understands the importance of teamwork in achieving individual and team objectives 	Foundational
<p>Emotional intelligence – 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"> • Demonstrates awareness and understanding of own emotions and mood • Understands the impact that emotions can have on thinking, decision making and behavior • Demonstrates awareness of the impact own emotions can have on how interact with others • Demonstrates awareness and acceptance of the cultural, religious and other demographic backgrounds of GMCT customers and stakeholders 	Foundational

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

6. Qualification, Relevant Skills and Experience

Qualifications and experience

- A relevant tertiary qualification in project management, construction, engineering or other related discipline.

Skills / abilities

- Attention to detail
- Good problem solving skills
- Displays integrity and trust at all times

- Good communicator and the ability to effectively communicate at all levels
- Uses sound judgement
- Ability to work independently and as a part of a team
- Possesses cultural and political awareness and sensitivity
- Excellent written and verbal communication skills
- Ability to build collaborative working relationships

Technical skills

- Proficient in Microsoft Office applications.
- Understanding of construction and infrastructure.
- Ability to pick up, learn and new systems as and when required
- Current driver's licence.

Other requirements

- Current driver's licence.

7. Key selection criteria

Applicants must address the following criteria in writing to be considered for this position. All selection criteria are essential unless marked as 'desirable'.

- A relevant tertiary qualification in project management, construction, engineering or other related discipline.
- Excellent written and verbal communication skills
- Excellent written and oral communication and interpersonal skills.
- Self-motivated individual with excellent attention to detail, time management and organisational skills.

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%	
Weights and forces					
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"/>	
Whole body and lower limb movement					
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"/>	
Upper body and upper limb movement					
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%	
Sensory					
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"/>	
Other					

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.

Project Management Graduate

Signature

Print Name

Date