CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Directorate: CED

Division: Territory and Business Services

Business Unit: Canberra Memorial Parks

Position title: Cemetery Worker

Classification: GSO 5/6

Position number: P20105

Pisition Status: Permanent

Position Hours: 38

Location: Gungahlin, Woden & Hall Cemeteries

Reports to: Grounds Manager

Date last reviewed 13/10/2026

Positon requirements: Refer to compliance requirements.

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Territory and Business Services Division

Territory and Business Services (T&BS) delivers a portfolio of high performing commercial and operational services that combines essential community services with business units operating to commercial standards, delivering efficient, reliable and valued services to a wide range of customers across the Canberra and surrounding region.

Canberra Memorial Parks operates the Territory's public cemeteries and public crematorium, providing self funded, high quality and culturally inclusive interment and memorialisation services across Gungahlin, Woden and Hall through a professionally governed Statutory Authority. Capital Linen Service functions as a major commercial enterprise, supplying more than 120 health, aged care and accommodation providers with ISO certified, high volume linen services, processing over 7,200 tonnes of linen annually through a modern, automated facility that ensures dependable, safe and competitively priced service delivery. ACT NoWaste manages the ACT's waste, recycling and resource recovery systems, delivering efficient, high volume public waste services and leading implementation of the Territory's Circular Economy Strategy to ensure operational reliability, environmental performance and long term system sustainability. Yarralumla Nursery underpins Canberra's urban landscape through its commercial wholesale plant production enterprise, supplying high quality, climate appropriate plants for government and industry projects and maintaining consistent, reliable output that supports the city's green infrastructure and horticultural standards.

BUSINESS UNIT OVERVIEW

The Cemeteries and Crematoria Authority (the Authority) is an independent statutory authority established under the Cemeteries and Crematoria Act 2020 to effectively and efficiently manage public cemeteries and crematoria in the ACT. The Authority currently manages and operates three

public cemeteries at Gungahlin, Woden and Hall including the operation of a Crematorium at Gungahlin Cemetery

Canberra Memorial Parks is the public face of the Authority and manages the day-to-day operations of public cemeteries in the ACT.

Mission

Providing interment and memorialisation services to meet the diverse needs of our community.

Roles of the Authority

To provide the community of Canberra and the Capital Region, with an environment which is presented and maintained to a high standard, for the interment and memorialisation of the deceased at an acceptable cost:

- Ensure the equitable availability of interment options, and maintain burial capacity in the medium to long term for the ACT community.
- Operate as an efficient Government business with a strong customer service focus.
- Adopt operating practices that safeguard the environment and the health and safety of staff and visitors.
- Provide burial and memorialisation options and services that meet the needs of the ACT community.
- Maintain burial grounds to a level that meets the expectations of the ACT community.

DUTIES / RESPONSIBILITIES

Key responsibilities include but may not be limited to:

- Provide high quality customer service to customers, suppliers and other agencies/people accessing Cemeteries precincts. This may require assisting visitors to cemeteries with locating graves and other general requests.
- Operate a wide range of plant and equipment related to the operation of Cemeteries, including the use of a Backhoe and/or Excavator to dig graves.

- Perform landscaping and ground maintenance activities including but not limited to mowing, application of pesticides, irrigation work, tree and shrub planting and maintenance, cleaning and road maintenance.
- Use a variety of IT systems to facilitate accuracy and productivity (e.g. irrigation and grave location systems).
- Work as part of a small team or individually across the full range of cemetery activities.
- Train and supervise subordinates, volunteers and other workers allocated by the Grounds Manager including those on Community Service Orders.

Note :-

1. **This role attracts a Cemetery Allowance.**
2. **Duties may include after hours and weekend work.**
3. **Due to operational requirements, you may be required to work at a cemetery which is not your normal place of work.**

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory

- Current ACT/NSW licence class C minimum is essential.
- White card and asbestos awareness training.
- Silica awareness
- To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Desirable

- Previous experience in maintaining gardens & turf surfaces in a parkland setting or equivalent.
- Chainsaw – Trim & crosscut fallen trees.
- Chemical user accreditation.
- Backhoe or Excavator operational experience

SELECTION CRITERIA (CAPABILITIES)

1. Ability to exercise initiative and judgement in solving day to day operational problems including good communication and interpersonal skills including the ability to operate in a sensitive environment.

2. Demonstrated experience in the use of maintenance machinery including tractors, mowers and chemical application equipment in a Cemetery or Parkland context and a willingness to undertake training in the use of other equipment as required.

3. Proven experience in and demonstrated knowledge of current horticultural practices in relation to large open space gardens or other parkland like settings.

4. Be a respectful team player and work as an effective member of a small multi-skilled team, or as an individual with minimum supervision.

5. Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Cemetery Worker (position number P20105) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Never
Graphical/analytical based	Never
Sitting at a desk	Never
Standing for long periods	Frequently

Designated workstation ***The position in an activity based work environment***	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently

Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Frequently

OTHER	**FREQUENCY**
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently