



SELECTION CRITERIA

Position Title	Administrative Assistant - PSP
Reporting To	Team Leader Intake and Compliance PSP

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Excellent interpersonal, written and oral communication with the ability to communicate and liaise effectively at all levels
- Effective time management skills and ability to work to strict deadlines
- Highly developed organisational skills and capacity to prioritise competing demands
- Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports, collect statistics and data, and develop presentations and promotional materials
- Ability to maintain filing systems and processes
- Clear National Police History Check and Working with Children Check
- Current Drivers Licence

Desirable

- Aboriginality*
- Experience in an administrative support role

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates initiative and an ability to problem solve
- Demonstrates flexibility and initiative in the workplace
- Courteous, with high level of professionalism, confidentiality and discretion

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*