**Key Selection Criteria:**

KSC1 Qualifications / experience deemed appropriate to this position.

KSC2 Demonstrated ability of a high level of interpersonal skills relating to use of a computer and written and verbal communication.

KSC3 Demonstrated ability of a high level of organisational skills and ability to work effectively within a multi-disciplinary team.

KSC4 Demonstrated ability of use of various modes of Information and Technology required to assist and support the administrative duties required.

KSC5 Demonstrated ability to actively support:

 a) work values of continuous quality improvement, professionalism, teamwork and performance accountability;

 b) workplace policies and procedures including workplace health and safety.

KSC6 Possession of a Class “C” Driver’s Licence, “Working with Children” Blue Card and Disability Worker Screening (or willingness to attain prior to commencement).