

Examples of Selection Criteria

Function	Examples of Selection Criteria	Examples of skills, abilities and behaviours
Manage	• Demonstrated management experience in a University or comparable complex environment • Extensive experience in the management of a large multi-disciplinary team in a service delivery environment • Ability to manage the financial and other resources available to the work area within policy guidelines and budgetary expectations • Demonstrated ability to achieve outcomes through the effective management of financial, physical and human resources • Demonstrated experience in project management, including planning and reporting	• Prepares budgets and staffing plans • Allocates and monitors resources • Sets performance goals and allocates tasks and workload • Monitors, controls and evaluates work against objectives and timeframes • Shifts priorities and adapts work plans as required • Implements strategies to achieve operational efficiencies • Evaluates and reports on the work area's business plan • Contributes to the development of policy initiatives or corporate strategies • Optimises diversity among team members to build strong teams with complementary strengths • Motivates, mentors and encourages staff to improve performance and/or develop professionally • Develops and supports staff career plans and learning opportunities • Deals with ineffective performance
Lead	• Demonstrated effective strategic planning, management and leadership skills within a high profile academic environment • Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others • Strong leadership skills, experience in staff supervision, and the capacity to contribute to building a team focused on high quality customer service	• Fosters a sense of common purpose and provides direction • Connects people to the organisation and its vision. Translates the organisational vision into operational plans, and ensures that staff members understand how they can contribute to these plans • Motivates and inspires people to follow • Aligns people – facilitates cooperation • Builds new relationships and structure • Actively embraces and paves the way for change • Identifies and seizes opportunities • Being a spokesperson • Being an innovator and originator • Being a problem solver
Supervise	• Ability to supervise a team, to establish priorities and manage competing deadlines for self and others • Experience in the supervision and leadership of staff	• Coordinates people's work activities • Delegates tasks to staff appropriately • Instructs staff on tasks, goals, processes and performance standards • Monitors activities to ensure they are carried out effectively and efficiently • Shifts priorities and adapts work plans to reflect changes • Identifies opportunities that challenge and encourage the development of people • Provides regular feedback • May advise a manager and provide information for budgets and work plans, but may not directly prepare the budget or set overall objectives

Key Selection Criteria Administrative Officer

Liyong Dong



Key Selection Criteria Administrative Officer:

Adopting the Tune of Term: An Mental Symphony within **Key Selection Criteria Administrative Officer**

In a world taken by displays and the ceaseless chatter of fast transmission, the melodic elegance and mental symphony developed by the prepared word usually disappear into the backdrop, eclipsed by the relentless sound and disturbances that permeate our lives. But, nestled within the pages of **Key Selection Criteria Administrative Officer** a marvelous literary value overflowing with organic emotions, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, this fascinating masterpiece conducts readers on a mental trip, well unraveling the hidden melodies and profound influence resonating within each cautiously crafted phrase. Within the depths of this moving evaluation, we will investigate the book is central harmonies, analyze their enthralling writing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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