**Selection Criteria**

Administrative Officer

Location: Gippsland Campus  
Categories:Professional/General  
School/Area: Federation College

**Criteria 1: Policy Skills**

Throughout my career in the private service, I have gained experiences of Clerical, Data entry, Ward Clerk tasks, Mail services, asset management, inter-departmental co-ordination whilst consistently keeping up-to-date with a broad range of contemporary issues. In my recent job, I had to manage customer relation as well as inventory system considering budgetary issues in mind.

**Criteria 2: Initiative and Accountability' and 'Conceptual and Analytical Ability'**

A self-motivated, results and achievement orientated individual, I take responsibility for achieving outcomes, meeting targets, contributing to meetings, mentoring/training staff, accountable for advice, leading by example and devising ways to improve workplace systems and procedures. Identifying and using resources effectively, I apply and build professional expertise with a proven track record for working independently and delivering quality outcomes with limited direction or supervision, whilst ensuring closure and delivers on intended results.

**Criteria 3: Written Communication**

I possess high level written communication skills which can be demonstrated throughout my employment history where I have communicated in writing with internal and external stakeholders on a daily basis at all levels across the public and private sectors. Throughout my career I have assumed a high level of responsibility that has demanded exceptional written communication performing a broad range of responsibilities to a high standard such as:

Preparing user documentation of complex delivery software systems

Preparing complex briefs, letters, emails and reports using clear, concise language.

Providing timely and practical strategic advice.

Persuasive, confident and capable, I have held numerous administrative roles where I have been responsible for the development of programs, policies and procedures that has required high level written communications that contain the information necessary to achieve the desired purpose.

**Criteria 4: Stakeholder Management**

I had to arrange inter departmental meeting, discussed disagreements among various stakeholders and finally resolved win-win outcome of complex situation.

**Criteria 5: Project Management with budgetary constraint**

I have been actively involved in project planning and management throughout my career, helping to achieve cost-effective and successful outcomes on time and budget with increased quality, efficiency and service. I have been involved in documenting project plans and identifying and determining requirements in the early stages.