

Example Selection Criteria Statements

The following statements are provided as a guide when preparing criteria in Position Descriptions:

Leadership/Management Skills

- Proven ability to manage, supervise and provide leadership to a small team.
- Demonstrated capacity to provide leadership to the development and implementation of strategies to successfully deal with contemporary issues.
- Ability to lead, supervise and develop administrative staff, including experience with performance management processes.
- Demonstrated project management experience, including record keeping, preparation of proposals, knowledge of contractual agreements and proven financial skills.
- Proven ability to provide leadership to(specify).

Interpersonal and Communications skills

- Demonstrated excellent written, verbal and interpersonal skills.
- A high level of interpersonal and communications skills.
- Excellent interpersonal skills including demonstrated experience and skills in liaison, negotiation and conflict resolution with staff at all levels.

Outcome and Result Focused

- Excellent organisational and planning skills in managing competing priorities in a busy environment.
- Demonstrated high level of organisational skills including the capacity to set priorities and work to deadlines.

Technical Skills/Knowledge

- Experience in the use of Microsoft desktop software, including Word, Excel and Outlook.
- Demonstrated ability to design, cost, implement and manage projects.
- High level written and oral communications skills including demonstrated skill in production of research reports, conference papers and educational publications.
- Highly developed computer literacy skills including the capacity to effectively use email, word processing, web searching and project management software.
- Demonstrated experience in developing and maintaining quality systems.

Teaching and Learning

- Demonstrated commitment and experience in teaching in.....(specify).
- Experience in information management systems, including internet and online environments.
- Evidence of the ability to undertake high quality teaching in a tertiary education environment.

Research

- Demonstrated skill in developing policy recommendations and intervention plans based on research evidence.
- Demonstrated proficiency in conducting applied research.
- Demonstrated ability to supervise research students.
- Demonstrated impact of recent research.
- Recent success in applying for research grants.
- Demonstrated ability to carry out industry based research and/or relevant industrial experience.
- Demonstrated high level of research and analytical skills.

Decision Making

- High level problem solving skills and research/analytical ability including the ability to obtain and interpret information and make specific recommendations.
- Proven ability to exercise sound judgement in complex decision making.

Customer Service

- Communicating with and assisting a diversity of clients with a demonstrated commitment to customer service.
- Demonstrated achievement in and enthusiasm for the provision of quality customer service.
- Demonstrated commitment to customer service and continuous improvement.

Flexibility, Initiative and Managing Change

- Demonstrated self-motivation and ability to work independently.
- Demonstrated ability to provide leadership to a team during periods of organisational change.
- Experience in developing and implementing organisational change programs.

Teamwork Skills

- Effective organisational and administrative ability and the demonstrated ability to work in a team.
- Ability to work effectively as part of a team in a fast changing environment, to work productively with limited supervision and to work to deadlines.
- Demonstrated commitment to teamwork and the maintenance of a supportive work environment.

Compulsory Criteria

Ensure the following compulsory criteria are included in the Position Description's selection criteria:

'Adhere to the University's policies at all times, including but not limited to: WHS, Code of Conduct, Computing Conditions of Use and Information Security and Equity policies.'

'A capacity for adaptability and flexibility in a rapidly changing environment.'

'A commitment to staff and student equity and cultural diversity in the workplace.'

[Compulsory for supervisors] A working knowledge of equity and OH&S principles and policies.