

# Examples of Selection Criteria

Function	Examples of Selection Criteria	Examples of skills, abilities and behaviours
Manage	<ul style="list-style-type: none"> <li>• Demonstrated management experience in a University or comparable complex environment</li> <li>• Extensive experience in the management of a large multi-disciplinary team in a service delivery environment</li> <li>• Ability to manage the financial and other resources available to the work area within policy guidelines and budgetary expectations</li> <li>• Demonstrated ability to achieve outcomes through the effective management of financial, physical and human resources</li> <li>• Demonstrated experience in project management, including planning and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares budgets and staffing plans</li> <li>• Allocates and monitors resources</li> <li>• Sets performance goals and allocates tasks and workload.</li> <li>• Monitors, controls and evaluates work against objectives and timeframes.</li> <li>• Shifts priorities and adapts work plans as required</li> <li>• Implements strategies to achieve operational efficiencies</li> <li>• Evaluates and reports on the work area's business plan</li> <li>• Contributes to the development of policy initiatives or corporate strategies</li> <li>• Optimises diversity among team members to build strong teams with complementary strengths</li> <li>• Motivates, mentors and encourages staff to improve performance and/or develop professionally</li> <li>• Develops and supports staff career plans and learning opportunities</li> <li>• Deals with ineffective performance</li> </ul>
Lead	<ul style="list-style-type: none"> <li>• Demonstrated effective strategic planning, management and leadership skills within a high profile academic environment</li> <li>• Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others</li> <li>• Strong leadership skills, experience in staff supervision, and the capacity to contribute to building a team focused on high quality customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Fosters a sense of common purpose and provides direction</li> <li>• 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.</li> <li>• Motivates and inspires people to follow</li> <li>• Aligns people – facilitates cooperation</li> <li>• Builds new relationships and structure</li> <li>• Actively embraces and paves the way for change</li> <li>• Identifies and seizes opportunities</li> <li>• Being a spokesperson</li> <li>• Being an innovator and originator</li> <li>• Being a problem solver</li> </ul>
Supervise	<ul style="list-style-type: none"> <li>• Ability to supervise a team, to establish priorities and manage competing deadlines for self and others</li> <li>• Experience in the supervision and leadership of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates people's work activities</li> <li>• Delegates tasks to staff appropriately</li> <li>• Instructs staff on tasks, goals, processes and performance standards</li> <li>• Monitors activities to ensure they are carried out effectively and efficiently</li> <li>• Shifts priorities and adapts work plans to reflect changes</li> <li>• Identifies opportunities that challenge and encourage the development of people</li> <li>• Provides regular feedback</li> <li>• May advise a manager and provide information for budgets and work plans, but may not directly prepare the budget or set overall objectives</li> </ul>

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Capability	Examples of Selection Criteria	Examples of skills, abilities and behaviours
<p>Interacting with people</p>	<ul style="list-style-type: none"> <li>• Well developed oral and written communication skills</li> <li>• Well developed oral and written communication skills and an ability to liaise effectively with a wide range of staff and students</li> <li>• High level communication skills and a proven commitment to customer service</li> <li>• Excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people</li> <li>• Ability to build and maintain effective working relationships and act with diplomacy and discretion when dealing with sensitive and confidential issues</li> <li>• Ability to develop effective social and professional networks</li> </ul>	<ul style="list-style-type: none"> <li>• Conveys information clearly and concisely</li> <li>• Adjusts tone, style and language of messages to suit audience</li> <li>• Uses appropriate body language</li> <li>• Demonstrates a respect and sensitivity to diverse backgrounds and cultures</li> <li>• Listens to, respects, considers and incorporates the views of others</li> <li>• Provides constructive feedback</li> <li>• Accepts feedback</li> <li>• Demonstrates self-awareness and self-control</li> <li>• Builds rapport with clients and staff</li> <li>• Develops effective networks by seeking out opportunities for collaboration and strategic alliances</li> <li>• Negotiates persuasively</li> <li>• Ability to deliver presentations to clients and staff</li> </ul>
<p>Contributing to the work group (team work)</p>	<ul style="list-style-type: none"> <li>• Proven ability to work co-operatively in a small team environment</li> <li>• Ability to assess priorities and manage competing deadlines both independently and as a member of a team</li> <li>• Demonstrated ability to work effectively in a team in a fast changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Makes constructive suggestions about the group's goals and activities</li> <li>• Takes part in group discussions</li> <li>• Achieves personal objectives ( e.g. produces accurate work and meets deadlines)</li> <li>• Assists or coaches others</li> <li>• Looks for ways to improve the group's performance</li> <li>• Shares information</li> <li>• Provide constructive feedback to team members</li> <li>• Accepts and adapts to different team members' working styles</li> <li>• Acknowledges other's ideas, contributions and opinions</li> </ul>