



## DHR Administrator

### Selection Criteria

Selection Criteria are the skills, abilities, knowledge, experience and/or qualifications required to be able to carry out the duties of this post.

Please, therefore, **address each criterion listed below, specifically and clearly using each criterion as the heading for that part of your evidence**, drawing upon all of your experience, whether it has been gained at home, work or on a voluntary basis.

1. A thorough understanding of administrative tasks, demonstrates high standard of care and consistency in the accuracy and quality of their work within a busy office.
2. Accountable for completing tasks on time and efficiently, ensures work product meets expectations.
3. Shows initiative and anticipates the needs of the chair and takes appropriate actions
4. Actively shares knowledge, experience and good practice that emerges from each domestic homicide review.
5. The ability to adapt to different personalities and work environments. Demonstrates sensitivity and confidentiality in all work activities.
6. Excellent organisational skills, able to prioritise, multi-tasks and manages increasing demands.
7. Excellent IT skills – a good understanding of Microsoft Office, particularly Outlook, and the ability to develop skills in reference to website upkeep and office systems.
8. Excellent interpersonal skills, in particular in dealing with telephone and email enquiries.
9. An ability and evidence of taking accurate minutes.
10. An ability to work calmly under pressure with excellent time management skills.
11. An ability to use initiative in various situations
12. Seeks opportunities for professional growth and learning, develops skill set and seeks additional tasks/responsibilities.
13. A desire to be part of an organisation developing better responses to domestic violence.
14. An understanding of and a commitment to Equal Opportunities in employment and in service delivery.