

Selection Criteria Examples – Professional Staff positions

The following criteria are taken from actual Selection Criteria developed for various University professional positions at all Higher Education Officer levels and can be used in developing Selection Criteria.

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Higher Education Officer

General

- Ability to maintain confidentiality at all times
- Demonstrated reliability in dealing with confidential matters
- (Sound) knowledge of the University of Adelaide's corporate structure
- Ability to work as part of a [laboratory based] team
- Ability to work as an effective member of a team
- Ability to work with minimal supervision
- Ability to use initiative and judgement
- Demonstrated ability to work under pressure and to short time-lines
- Willingness to help foster team spirit within the department
- Excellent interpersonal and communication skills
- Class 1 Drivers licence
- Ability to communicate easily in English
- Attention to details

Supervisory

- Ability to supervise staff and work in a team environment
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HEO2 (A)

Skill and Knowledge Base

Persons employed at Level 2 shall typically perform duties at a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed, or completion of year 12 without work experience or an equivalent combination of experience and training.

- Strong verbal communication skills
 - Ability to perform routine clerical tasks efficiently
 - Experience in an office environment
 - Excellent clerical and administrative skills, including typing and filing
 - Demonstrated clerical and administrative skills
 - A good working knowledge of office equipment (eg. photocopiers)
 - Experience in using computer word processing software, databases
 - Sound knowledge of desktop computers, and an appropriate range of software applications, including Microsoft Word and Excel
 - Experience in operating a database
 - Keyboard and basic word processing skills
 - Knowledge of administrative procedures in a university environment
 - Accuracy and attention to detail
 - Good organisational skills and ability to meet deadlines
 - Ability to work under pressure, while maintaining attention to detail
 - Excellent interpersonal and written and oral communication skills
 - Able to perform repetitive tasks accurately and conscientiously
 - Able to exercise initiative when circumstances warrant
-

HEO3

Skill and knowledge Base

Persons employed at Level 3 shall typically perform duties at a skill level which assumes and requires knowledge or training in administrative, trades or technical functions equivalent to:

- completion of a trades certificate; or
- completion of Year 12, with relevant work experience; or
- equivalent relevant experience or combination of relevant experience and training

(A)

- Accuracy and attention to detail
- A high level of verbal communication skills
- Demonstrated ability in supporting an executive position, including managing appointments and information flow
- Demonstrated ability to use IT equipment
- Experience with filing and archive systems
- Ability to deal with scientific and mathematical terms
- Good organisational skills and ability to meet deadlines
- Ability to co-ordinate workload and accommodate competing priorities under pressure

(T)

- Completion of Year 12 with pass in relevant discipline
 - Experience in biological laboratory work
 - Evidence of ability to organise and prioritise tasks
 - Possession of a drivers licence
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HEO4

Skill and Knowledge Base

Persons employed at Level 4 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- completion of a certificate level qualification with post-certificate relevant work experience; or
- completion of a post-trades certificate or advanced certificate and extensive relevant experience and on the job training; or
- an equivalent combination of relevant experience and/or education/training.

(A)

- Demonstrated experience and expertise in provision of a full range of administrative functions
- Ability to use judgement to organise work and establish priorities and to match efforts to work loads
- Proficiency in typing, word processing and formatting of letters and scientific documents
- Proficiency in the use of computer spreadsheets and databases
- Experience/ (Demonstrated high level literacy) in the use of IBM compatible personal computers and Microsoft Office software
- Proficiency in shorthand
- Familiarity with scientific language
- Demonstrated attention to detail and accuracy with figures
- Appreciation of computer based accounting systems particularly general ledger, payroll and accounts payable
- Experience with personal computer applications
- Keyboard skills

(T)

- A science technician's certificate, or equivalent, or equivalent laboratory experience
- Ability to exercise initiative and work with limited supervision
- Ability to perform repetitive laboratory analyses accurately and conscientiously
- Experience with personal computers and the application of word processing and spreadsheet packages
- Experience in the routine operation and maintenance of laboratory equipment

HEO5

Skill and Knowledge Base

Persons employed at Level 5 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- completion of a degree without subsequent relevant work experience; or
 - completion of an associate diploma and at least 2 years relevant work experience;
- or*
- completion of a post-trades certificate or advanced certificate and extensive relevant experience as a technician; or
 - an equivalent combination of relevant and/or education/training.

(A)

- Ability to advise clients in regard to []
- Aptitude for entrepreneurial initiative
- Good supervisory skills
- A strong service orientation
- Ability to maintain excellent client relationships

(T)

- Ability to organise and purchase laboratory consumable requirements
 - Ability to work well as part of a team in the organisation and management of a busy research laboratory
 - Able to delegate and supervise tasks within a teaching laboratory
 - Good working knowledge of computer systems including [...]
-

HEO5/6

(P)

- BSc or equivalent qualification with major in [...]
 - Undergraduate degree in relevant field
 - An honours degree optional
 - A [...] degree at least to the level of honours
 - Ability to work with minimal supervision
 - Research experience with proven ability to perform experiments in a diligent and conscientious manner
 - Ability to work safely with radioactivity, transformed cells, hazardous chemicals
 - Willingness to work with animals in ethically approved experiments
 - Experience with [specific] techniques
 - Previous work experience in a [laboratory] environment
 - Training and experience in [...] system
 - Capacity to conduct interviews and organise research events, such as seminars
 - Understanding of basic medical statistics
 - Strong analytical ability
 - Demonstrated ability to use initiative in problem solving
 - Excellent spelling and grammatical skills
 - Proven writing skills
 - Ability to accurately write up experiments in detail and maintain up to date records
 - Excellent computer skills in word processing, PowerPoint and spreadsheets
 - Able to work collaboratively with other research groups
 - Experience with, or willingness to work with [large] animals for the collection and preparation of tissue specimens
-

HEO6

Skill and Knowledge Base

Persons employed at Level 6 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- a degree with subsequent relevant experience; or
- extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
- an equivalent combination of relevant experience, expertise and/or education/training

(A)

- Capacity to provide high level client services
- Relevant project management experience
- Highly developed interpersonal skills
- Well developed (high level) written and verbal communication skills
- Demonstrated proficiency in software applications (eg. Microsoft Word, Excel, Access and Publisher)
- Demonstrated ability to work under pressure and meet deadlines
- Experience in budgetary planning
- Demonstrated ability to work in a team
- Relevant tertiary education and/or relevant experiences
- Experience in a tertiary education institution/environment
- Experience in supervision of staff
- Demonstrated high level administrative skills
- Experience in the preparation and monitoring of budgets
- Experience in servicing committees
- Demonstrated ability to prioritise tasks and successfully complete tasks within limited time constraints
- Effective user of computers and software packages including []

(T)

- Demonstrated supervisory and team leadership skills
- Demonstrated organisational ability
- Ability to interact and communicate well with staff and students
- A good understanding of laboratory practice
- Experience with and a good understanding of computing technology
- Appropriate technical qualifications or equivalent

(P)

- A degree, preferably a higher degree in [] appropriate to the research projects
- Experience in administering a research project or similar activity
- Experience in the preparation and monitoring of budgets
- Experience in working with committees, preparation of agendas, taking minutes, preparing correspondence and reports
- Demonstrated capacity to work constructively in small teams
- Demonstrated ability to prioritise specific tasks and successfully complete these tasks within limited time constraints

HEO7

Skill and Knowledge Base

Persons employed at Level 7 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- a degree with at least 4 years subsequent relevant experience; or
- extensive experience and management expertise in technical or administrative fields; or
- an equivalent combination of relevant experience, expertise and/or education/training.

or (P)

- Demonstrated high level administrative skills
 - Well developed organisational and analytical skills
 - Well developed communication, interpersonal and negotiation skills
 - Well developed oral and written communication skills
 - Sound financial management skills, including computer based accounting systems
 - Proven competence in financial management
 - Demonstrated initiative in a range of circumstances
 - Ability to develop and implement systems or programs across different institutions
 - Experience in financial and research administration
 - Experience with the recruitment of staff
 - Demonstrated ability in financial planning and management
 - Demonstrated ability in the analysis of complex financial data
 - In-depth knowledge of desktop computing systems for financial reporting and record keeping
 - Ability to use the University's management information system to analyse and interpret financial data
 - In depth knowledge of the University's policies, procedures and statutory requirements
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HEO8

Skill and Knowledge Base

Persons employed at Level 8 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- extensive experience and management expertise; or
- an equivalent combination of relevant experience, expertise and/or education/training.

or (P)

- Ability to contribute to planning and policy development
 - Experience in preparation of financial reports and drafting budgets
 - Experience in strategic planning
 - Extensive knowledge of appropriate computer programmes, especially those for budget management
 - Relevant financial skills and extensive experience in preparation and administration of budgets
 - Demonstrated extensive experience in high level project management
 - Demonstrated experience in marketing and promotions
 - Demonstrated ability in marketing, including []
 - Ability to prepare policy documents especially those relating to resources
 - Demonstrated ability to write comprehensive reports and proposals
 - High level of/Excellent communication and interpersonal skills
 - High level of proficiency in the use of word processing and spreadsheet packages
 - Tertiary qualifications (optional for HEO8(A))
 - Demonstrated capacity to meet tight deadlines and manage multiple priorities
 - Experience in staff supervision and team development
 - Demonstrated ability to understand and operate in complex organisations
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HEO9

Skill and Knowledge Base

Persons employed at Level 9 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or
- an equivalent combination of relevant experience, expertise and/or education/training.

or (P)

- Demonstrated ability to manage staff and operations
 - Demonstrated capacity to conceptualise, develop and review policy
 - Demonstrated ability to provide leadership in the provision of high-level service
 - Demonstrated ability to devise practical and economical solutions to diverse and complex problems
 - Provide evidence of experience in supporting and promoting a customer service environment
 - Provide evidence of experience in project management and planning
 - Provide evidence of experience in development and documentation of relevant procedures
 - Provide evidence of ability to implement best practice and industry standards in the work group
 - Excellent oral and written skills
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HEO10

Skill and Knowledge Base

Persons employed at or above this Level shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- proven expertise in the management of significant human and material resources; in addition to, in some areas;
- postgraduate qualifications and extensive relevant experience.

or (P)

- Demonstrated leadership and interpersonal skills
 - Extensive experience in human resource development and professional development
 - Proven track record in team management and the development of staff
 - Demonstrated competence in administration, financial and business planning, budgeting and management information systems
 - Demonstrated ability in planning strategically and managing complex programs
 - Proven ability to work under pressure with multiple priorities
 - Demonstrated track record in marketing, promotions, and/or consulting
 - High level management and appropriate business skills
 - High level strategic skills
 - Ability to identify business opportunities
 - A results orientation
 - Excellent communication, representation, negotiation and interpersonal skills
 - A creative approach to problem solving, organisational learning and development
 - High level conceptual and analytical skills
 - Personal characteristics of honesty, integrity, probity and adaptability
 - Demonstrated ability to implement University strategic goals with sensitivity to the organisational culture and within predetermined time-frames
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