



Selection Criteria for Project Officer Position – NSW Office

ESSENTIAL

1. Demonstrated experience in project management.
2. Demonstrated experience in the human services, preferably within the health, or community services NGO sector.
3. Familiarity with the quality improvement and accreditation environments in the health and community service sectors
4. Excellent oral and written communication skills, in particular high level negotiation, networking, analytical and report writing skills
5. Demonstrated experience working both independently and in a team environment
6. Demonstrated experience working collaboratively with government departments or stakeholder organisations
7. Sound computer skills including knowledge of Microsoft Office software, email and the internet
8. Knowledge of, understanding and commitment to ethical practice, Anti discrimination and equal employment opportunity, cultural and linguistic diversity, occupational health and safety, and privacy and record keeping requirements
9. Certificate IV in Workplace Training and Assessment or equivalent qualifications or experience

DESIRABLE

10. Demonstrated experience in the development, delivery and evaluation of adult education or training programs
11. Familiarity with best practice related to strategic management, risk management, the evaluation of programs and the benchmarking of services
12. Tertiary qualifications in health or social sciences, NGO management or an equivalent field
13. The flexibility to travel intra and inter state, and to work outside of normal business hours

