

Capability Statement Administrative Coordinator to Deputy CEO

The capability statement is completed in addition to your letter of application and resume/curriculum vitae. It is to provide the selection panel with a clear outline and demonstration of how your skills apply to the advertised position.

Please complete this form to describe how you meet the *essential* criteria required for the role from the role statement. Some of your examples may relate to a number of criteria. Please use examples from previous roles and experience to demonstrate how you meet the criteria where able.

Your Name:	
Section B – Technical Expertise:	
Essential:	
<ul style="list-style-type: none">• Sound knowledge of administrative, finance, records management and human resource practices and procedures, and knowledge of related government policies.• Sound knowledge of, and experience in, the administration and maintenance of records and information management systems and the use of Office 365 environment.	
Enter your response here:	
Section B – Personal Abilities:	
<ul style="list-style-type: none">• Proven ability to utilise confidentiality, diplomacy and discretion and to work astutely in a sensitive/political environment.• Well-developed interpersonal, written and verbal communication skills to communicate effectively and confidently with a wide range of stakeholders including the ability to exercise tact and diplomacy, use initiative and maintain a high level of confidentiality at all times.• Demonstrated ability to identify and resolve problems of a sensitive nature, appropriately use work-related resources and information in accordance with policies and guidelines and exercise initiative and judgement where procedures are not clearly defined.• Demonstrated ability to work under limited direction, both individually and as a member of a team, determine priorities and organise workloads to meet deadlines in an environment of continual change.	
Enter your response here:	

Section B – Experience:

- Sound experience in the coordination and delivery of confidential administrative and secretarial support services to senior level, including: managing scheduling; travel requirements; financial administration functions and establishing, maintaining and controlling appropriate administrative processes and systems.
- Experience in undertaking research, preparing reports and providing accurate and timely information and advice in relation to administrative policy, guidelines and procedural matters.
- Sound experience communicating successfully with a broad range of people, including senior public servants.

Enter your response here: