

Program Support Officer



KEY SELECTION CRITERIA

Local Area Coordination Partners in the Community Program

Camp Hill Office

15 Abbott Street, CAMP HILL, QLD, 4152

Tel: (07) 3900 8100

Program Support Officer	
Qualifications	Administration, Business Support, Project Support qualifications desirable
Experience	Minimum two years' experience in a program support, executive support or administration role in a busy and diverse environment Desirable – Experience working with, or a sound understanding of persons with disability, carers, Aboriginal & Torres Strait Islander persons, and persons from culturally diverse communities. Understanding or knowledge of the National Disability Insurance Scheme an advantage
KSC 1	High level organisational and time management skills
KSC 2	High level communication & report preparation skills. Ability to draft, review and proof persuasive communications
KSC 3	Ability to analyse data and make recommendations to improve business processes or systems
KSC 4	Diary management and program event management skills
KSC 5	Stakeholder relationship development and management skills
KSC 6	Well-developed organisational skills with the ability to prioritise multiple assignments
KSC 7	Proficiency in Information, Communication & Technology practices
KSC 8	Demonstrated ability to contribute to positive workplace culture and practices
KSC 9	Mandatory: Current Queensland open driving licence Working with Children Check clearance Working with Persons with Disability Check clearance National Criminal History Check clearance