**Paupiyala Tjarutja Aboriginal Corporation**

**Tjuntjuntjara Community (WA)**

**Selection Criteria – Women’s Centre Coordinator**

**Candidates will need to address this Selection Criteria and submit this in an application which includes a CV and 4 referees.**

**Selection Criteria**

1. Demonstrate experience in the management or sub-management of a project, department of sub-section of an organisation or local government body, preferably in a cross cultural environment
2. Demonstrated ability to execute financial controls such as budgeting and project planning
3. Provides leadership

Relevant capabilities: inspires a sense of purpose and direction. Recognises opportunities & harnesses information and alliances. Shows judgement, intelligence and common sense. Utilises analytical problem solving skills to develop and implement strategies to improve service delivery

1. Communicates with influence

Relevant capabilities: Communicates clearly including in a cross cultural situation with traditional people. Listens, understands and adapts to different audiences. Negotiates persuasively. Work cooperatively with stakeholders in the delivery of programs and services. Prepares and presents written material in a professional manner.

1. Achieves results

Relevant capabilities: Achieves effective outcomes for the Women’s Centre. Implements agreed parities with a sense of urgency. Builds strong staff teams. Delegates appropriately. Manages conflict. Maintains a sharp sense of priority. Balances operational and organisational stability. Applies knowledge in human resource management, financial management & occupational health and safety

1. Exemplifies personal drive and integrity

Relevant capabilities: Professionalism, energetic hard work and reliability; Openness, fairness and honesty; Integrity and 'decency in business, professional relationships and financial matters; Open minded and non-judgemental; Patient; Personal commitment, courage and risk-taking; Deals with pressure and ambiguity; Action orientated; Self-sufficient and resilient; Self aware

1. Cultivates productive working relationships with staff, community members and external stakeholders.
2. Demonstrated high level oral and written communication skills.
3. Ability to excel as part of a team and function in a team environment.

**Other**

1. Graduate qualifications in a relevant field and a minimum of 3-5 years’ relevant experience.
2. High level computer skills and experience in working with Microsoft Office software and other common software programs.
3. Current "C" class drivers licence
4. Current Federal police clearance