



Senior Project Officer, HCSCC Charter Project - 6 key criteria

Please provide a total of no more than 4 pages outlining your knowledge, skills and experience to demonstrate your ability to meet the 6 key criteria for the position.

1. Project management

Provide high level project management to develop a new initiative, at a high standard, on time and within budget.

2. Stakeholder consultation

Consult with internal and external stakeholders to develop a new initiative.

3. Research and reports

Undertake research and prepare reports, including recommendations and public information about a new initiative.

4. Leadership, teamwork and initiative

Lead and assist individuals or groups to achieve a defined outcome. Take prompt action to solve problems, act decisively on own judgement and go beyond job requirements to achieve objectives.

5. Special needs

Provide outreach or other services to people with special needs.

6. Communication

Prepare a communication plan for a new initiative.