

## Example public sector selection criteria

The selection criteria for this position are circled in the advertisement below. It is often useful to telephone the 'Contact Officer' who is also circled below to discuss the selection criteria, preferred background, skills etc. This may be your new boss or co-worker, so be prepared for a 'mini-interview' if you do call. You should also request an information package as soon as possible. This will usually contain: a list of the selection criteria, the job description, employment policies and sometimes relevant materials about the department and the work team.

**ARTS, MINISTRY FOR THE**

**Historic Houses Trust of NSW**

**EDUCATION OFFICER**

Arts/Entertainment, Sydney, Permanent Full-Time, 00/003. Total remuneration package valued to \$54,383 p.a. (\$33,670-\$49,733), includes employer's contribution to superannuation and leave loading.

Responsible for the development and maintenance of museum education services for a range of education audiences. **Selection Criteria:** Essential: Diploma in Education or equivalent experience. Experience in developing, implementing and evaluating a range of education services and products. Superior communication skills. Demonstrated project management skills. Understanding of NSW school curriculum, Tertiary and adult education. Experience in a range of education media. Desirable: Expertise in one or more of the following areas of education: History, Visual Arts, Special Needs, Early Childhood, Museum Education. Common Selection Criteria also apply.

*Inquiries: Bernie Cavanagh (02) 9931 5205. Information Packages: Bernie Cavanagh (02) 9931 5205. Applications Marked 'Confidential' To: Personnel/Payroll Officer, 61 Darghan Street, Glebe, 2037. Closing Date: Friday, 27 October 2000 PSN/C 916816*

Selection Criteria Statement - Julian Leeney  
Education Officer - Historic Houses Trust of NSW

### Essential

#### 1. Diploma in Education or equivalent experience

My tertiary qualifications are summarised below. Further details can be found page one of my resume.

#### **Graduate Diploma in Education** - University of New South Wales

This course taught skills in program design, development and evaluation, educational project management, research and educational media. It also provided theoretical frameworks for the psychology of

learning and adult learning, and contemporary Australian educational frameworks.

**Bachelor of Fine Arts** - University of New South Wales  
Art History and Visual Arts double major

## **2. Experience in developing, implementing and evaluating a range of education services and products**

Utilising the program development, implementation and evaluation skills I developed during the Graduate Diploma in Education, I conducted the projects listed below. (See resume p3. for full details)

- Developing reading programs for Year 6 children during a placement at Abbot Public School library.
- A sport safety awareness program for the UNSW Volleyball Club.
- An eight-week introduction to life-drawing course for Year 12 students at Rivertop High School.
- A three-day introduction to watercolours workshop at Rivertown Community Centre.

The skills and knowledge that were most useful to creating relevant, fun and educational workshops were:

- Needs analysis and program evaluation skills.
- Understanding of adult learning principles.
- Class and materials preparation skills.
- My sense of spontaneity.
- Classroom management and group facilitation skills.

## **3. Superior communication skills**

A natural ability and enjoyment in getting along and communicating with people was the critical determining factor in my decision to pursue education as a profession. Throughout my teens and my adult life, I developed my communication ability through experiences in leading classes, writing reports and essays, working in teams and making educational and technical presentations to large and small groups. I have also undertaken training in report writing, presentation skills, negotiation skills and listening skills for customer service. Specifically, I have built communication skills in the areas of:

- Visual Communication: visual composition, design, storyboarding, creating meaning through images ....., ....., through my experience in....., my studies in..... and my experience with .....
- Presentation Skills: my strengths as a presenter are ....., ....., .....,..... I have delivered over 80 presentations in the past three years to a variety of groups on a range of topics. In my experience, the steps to create a successful presentation are ....., ....., and .....
- Interpersonal Skills: listening and discussion, small group facilitation (particularly on group dynamics), negotiation, and co-operation.
- Written Communication: extensive report writing and research for writing skills, essays, classroom teaching materials, student evaluation and art-work descriptions for exhibitions and sales. Developed the ability to plan, structure, edit and proofread documents to a professional standard.

#### **4. Demonstrated project management skills**

In my roles as Art Educator and as Vice President of the UNSW Volleyball Club I have undertaken educational projects in ....., ....., and ....., I have also worked on general projects such as ....., ....., ....., (For details of project outcomes and achievements, see resume p5). As a result of this experience, I have gained skills in:

- planning and negotiating resources.
- budgeting.
- setting and meeting milestones.
- and delivering project outcomes to tight deadlines.

My strengths as a project manager are my excellent organisation skills, which help me to plan, prioritise and schedule project work and my strong team communication skills, which make our regular team meetings productive and motivating for other project staff.

#### **5. Understanding of NSW school curriculum, Tertiary and adult education**

The Graduate Diploma in Education from UNSW (see resume p2) provided a solid theoretical knowledge of secondary and tertiary education in Australia. I undertook three subjects directly related to the UNSW school curriculum where I learned about:

- .....
- .....
- .....
- .....

Work placements in schools and universities, which were a compulsory activity within the degree, provided a direct exposure to and experience with these institutions.

My experience in conducting community art courses has provided a hands-on understanding of adult education issues, complementing the knowledge gained from university on Adult Learning Principles. (See resume p2 for further details).

**Desirable**

**1. Experience in one or more of the following areas of education: History, Visual Arts, Special Needs, Early Childhood, Museum Education.**

As mentioned previously and on p5 of my resume, I have experience in education in:

- **History:** Conducted Art History Classes in secondary schools.
- **Visual Arts:** Conducted education for senior high school students and for local community members in both design and life drawing meaning through images ....., through my experience in....., my studies in..... and my experience with .....