



APS 4 – ADMINISTRATIVE SUPPORT OFFICER

SELECTION CRITERIA

1. Experience in a relevant area, particularly document management or records preparation, or a related area requiring good attention to detail.
2. Communication and interpersonal skills appropriate to accommodate dealing with the diverse range of interested parties including colleagues within PSR at all levels, practitioners who have been referred to PSR (including their legal and professional indemnity advisers), and PSR panel members.
3. Ability to form productive working relationships in the context of a small team.
4. Capacity to handle and maintain confidentiality in relation to sensitive information.