



SELECTION CRITERIA

CASE OFFICER – APS 4

1. Experience in a relevant area, particularly document management or records management, or a related area requiring attention to detail.
2. Communication and interpersonal skills appropriate to accommodate dealing with the diverse range of interested parties including senior colleagues within PSR, practitioners who have been referred to PSR, practice and records managers), and PSR panel members.
3. Ability to take personal responsibility for accurate completion of work and seek guidance when required, including displaying initiative and committing energy and drive to see that goals are achieved.
4. Ability to work collaboratively and operate as an effective team member.
5. Capacity to handle and maintain confidentiality in relation to sensitive information.