Court Services Victoria

Candidate Application Form

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| **Candidate’s details** |
| Position title: | Program Support Officer |
| Position number: | JS0173 |
| Division: | Judicial College of Victoria |
| Jurisdiction/Business Area: | Education |
| Classification/Grade: | VPS Grade 3 |
| Employment status: | Fixed term, full-time |
| Position reports to: | Education Coordinator |
| Location: | 223 William Street, Melbourne VIC 3000 |
| Position contact: | Briley Miller, Education Coordinator 9032 0529  |
| Family name: |       |
| Given name: |       |

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| What has attracted you to apply for this position? |
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Note: You are only required to address the Key Selection Criteria (KSC) listed below. Individual responses to the KSC listed on the Position Description are not required.

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| **Key selection criteria 1** – Delivers Quality Outcomes – Plans and prioritises work to meet expected outputs and performance standards |
| Question: | Provide an example of your experience in managing competing priorities with tight timeframes. How did you ensure that your tasks were delivered on time without compromising the quality of your work? |
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| **Key selection criteria 2** - Teamwork **–** Works co-operatively with team members and clients  |
| **Question:**  | When you are working with a large number of stakeholders, it can be difficult to deliver an excellent service to everyone. Provide an example of a time that you were able to manage expectations without undermining your reputation as an excellent operator.  |
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| Declaration |
| Have you taken a Voluntary Departure Package (VDP) from the Victorian Public Service? Yes [ ]  No [ ] If the answer is yes, on what date did you receive your VDP?      [ ]  I acknowledge that employment in Courts Services Victoria may be subject to the following checks: Criminal record check.* Working with Children Check.
* Professional reference check/s.
* Medical check.

[ ]  I also acknowledge that employment in Court Services Victoria may be subject to completion of a probationary period to Court Services Victoria’s satisfaction.[ ]  I confirm that I am legally entitled to work in Australia. |