

Capability Map

APS 6

1. Contributes to strategic thinking	2. Achieves results	3. Supports productive working relationships	4. Shows personal drive and integrity	5. Communicates with influence	6. Applies and builds appropriate knowledge skills and experience
<p>1.1 Supports shared purpose & direction</p> <p>Clearly supports and promotes the department's work and goals, linking recommendations and decisions to organisational outcomes. Sets performance expectations that align with the corporate plan and branch and section work plans and communicates expected results and outcomes.</p> <p>1.2 Applies judgement, intelligence & common sense</p> <p>Gathers a breadth of information on issues and analyses this systematically and logically. Exercises judgment to ensure optimal policy, program or service delivery.</p> <p>1.3 Thinks strategically & maximises work linkages, opportunities and solutions</p> <p>Plans ahead, anticipating future trends that will impact achievement of performance expectations. Applies innovation as appropriate and makes full use of linkages and interrelationships between tasks and areas.</p>	<p>2.1 Takes responsibility for managing performance to achieve results</p> <p>Performs under limited direction to meet agreed performance expectations, adhering to departmental policies and procedures.</p> <p>2.2 Identifies & uses team & individual resources wisely</p> <p>Makes best use of team and individual capabilities, taking into account the need for a balanced working environment.</p> <p>2.3 Adapts to, supports & manages change</p> <p>Is flexible and adaptable in the face of workplace change and manages others through the change process. Initiates workplace changes when needed.</p>	<p>3.1 Develops and maintains effective internal & external relationships, partnerships & networks</p> <p>Builds effective working relationships and consults with professional networks. Understands who the stakeholders and clients are. Anticipates and responds to changing stakeholder needs. Builds trust and credibility.</p> <p>3.2 Values individual differences & diversity</p> <p>Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Recognises the different working styles of individuals, and tries to see things from different perspectives.</p> <p>3.3 Listens to, understands & recognises others</p> <p>Actively listens to what others have to say and builds rapport. Encourages open communication, sharing ideas and trust. Consults and shares information, and ensures others are kept informed of issues.</p>	<p>4.1 Behaves professionally & ethically & accepts responsibility for own actions</p> <p>Champions the importance of APS Values and Code of Conduct. Ensures compliance with legislation. Models high professional and ethical standards and accepts responsibility for own actions.</p> <p>4.2 Shows resilience</p> <p>Copes with uncertainty and is adaptable to the changing environment. Remains committed and focused in difficult circumstances.</p> <p>4.3 Seeks and applies ongoing improvement and learning and a balanced approach to work</p> <p>Seeks feedback on own performance to identify learning opportunities. Helps to manage workloads to assist with work life balance. Takes a leadership role in encouraging the ongoing development of self and others.</p> <p>4.4 Engages with risk & shows personal courage</p> <p>Provides impartial and forthright advice. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p>	<p>5.1 Communicates clearly & concisely</p> <p>Communicates complex issues and concepts clearly and concisely. Ensures communication is accurate, timely and unambiguous. Selects the most appropriate medium for conveying information.</p> <p>5.2 Listens, understands & adapts to audience</p> <p>Presents persuasive communication, tailored to achieving a desired outcome. Responds to the diverse needs of a broad audience.</p> <p>5.3 Negotiates persuasively</p> <p>Manages and facilitates negotiations, seeking to understand different views and resolve conflict, and aims for win-win outcomes.</p>	<p>6.1 Applies and builds appropriate knowledge, skills and experience</p> <p>Builds, applies and maintains appropriate experience, skills and knowledge. Where relevant to the position, maintains and demonstrates professional/technical qualifications or specialist expertise.</p>

Capability Map

APS 6

1. Contributes to strategic thinking	2. Achieves results	3. Supports productive working relationships	4. Shows personal drive and integrity	5. Communicates with influence	6. Applies and builds appropriate knowledge skills and experience
1.4 Contributes to planning & decision making ----- Is proactive in contributing to strategic planning and decision making. Contributes ideas for organisational improvement. Identifies, assesses and manages risks.		3.4 Promotes & shares learning & supports and guides others ----- Encourages and recognises the contribution of others. Provides constructive feedback to support the development of others. Addresses tensions and conflict in the workplace. Is proactive in addressing underperformance constructively.	4.5 Commits to action ----- Takes personal responsibility for meeting performance expectations and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that performance expectations are achieved.		

January 2012