

Capability Profile: Levels 1-6

Capability Profile: Levels 5

Capability	Description	Behavioural Indicators
Shapes and Manages Strategy	<ul style="list-style-type: none"> • Supports shared purpose and direction • Thinks strategically • Harnesses information and opportunities • Shows judgement, intelligence and common sense 	<ul style="list-style-type: none"> • Understands and communicates the reasons for decisions to others • Understands strategic objectives, trends and factors that may influence work plans and goals • Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions, incorporates outcomes into work plans
Achieves Results	<ul style="list-style-type: none"> • Identifies and uses resources wisely • Applies and builds professional expertise • Responds positively to change • Takes responsibility for managing projects to achieve results 	<ul style="list-style-type: none"> • Evaluates project performance, identifies need for change and initiates change when required • Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit • Demonstrates flexibility and copes with day-to-day changes in priorities • Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion
Builds Productive Relationships	<ul style="list-style-type: none"> • Nurtures internal and external relationships • Listens to, understands and recognises the needs of others • Values individual differences and diversity • Shares learning and supports others 	<ul style="list-style-type: none"> • Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients • Consults and shares information with team and seeks input from others, ensures others are kept informed • Recognises different views, explores contributions and encourages diverse views • Works with staff to identify development areas, encourages development activities, actively requests coaching from supervisor, identifies learning for self and shares this with others
Exemplifies Personal Integrity and Self-Awareness	<ul style="list-style-type: none"> • Demonstrates public service professionalism and probity • Engages with risk and shows personal courage • Commits to action • Promotes and adopts a positive and balanced approach to work • Demonstrates self-awareness and a commitment to personal development 	<ul style="list-style-type: none"> • Adheres to the Code of Conduct and behaves in an honest, professional and ethical way • Listens when own ideas are challenged, takes responsibility for mistakes and learns from them • Takes responsibility for completion of work within time frames, takes initiative to progress work when required • Maintains a positive outlook and maintains a balanced working environment • Reflects on own behaviours and work style and understands the impact on others and on performance
Communicates and Influences Effectively	<ul style="list-style-type: none"> • Communicates clearly • Listens, understands and adapts to audience • Negotiates confidently 	<ul style="list-style-type: none"> • Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience • Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments