

Appendix 1: Western Australian Government Generic Capability Profiles - Level 4

Group and Capability	Behavioural Indicators
Shapes and manages strategy	<ul style="list-style-type: none">• Understands reasons for decisions and how they are related to their work• Understands the work environment; identifies issues that may impact own achievement and contributes to team planning• Draws on information from a range of sources, uses common sense to analyse what information is important• Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks
Achieves results	<ul style="list-style-type: none">• Monitors progress against performance expectations to ensure deadlines are met; communicates outcomes to supervisor• Applies and develops capabilities to meet performance expectations, demonstrates knowledge of new programs, products or services relevant to the position• Works to agreed priorities, outcomes and resources and is responsive to changes in requirements
Builds productive relationships	<ul style="list-style-type: none">• Builds and maintains relationships with team members, other teams, colleagues and clients• Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed• Maintains awareness of personalities, motivations and diverse qualities, treats people with respect and courtesy• Acts on constructive feedback
Exemplifies personal integrity and self-awareness	<ul style="list-style-type: none">• Adheres to the Code of Conduct and behaves in an honest, professional and ethical way• Provides accurate information, checks and confirms accuracy prior to release• Takes responsibility for completion of work and seeks guidance when required; takes initiative to progress work when required• Maintains effective performance in challenging situations• Seeks self-development opportunities, willing to learn new approaches, acquire new capabilities and knowledge
Communicates and influences effectively	<ul style="list-style-type: none">• Structures messages clearly and succinctly orally and in writing• Focuses on gaining a clear understanding of others comments by listening and questioning for clarity, checks own views have been understood• Listens to differing ideas to develop an understanding of the issues