

the capability map >> >>

APS 5

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 Clearly supports and promotes the department's work and goals, explaining the reasons for recommendations and decisions.</p> <p>1.2 Applies judgement, intelligence & common sense 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 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>1.4 Contributes to planning & decision making Is proactive in contributing to timely planning and decision making. Highlights and monitors risks, impacts and options.</p>	<p>2.1 Takes responsibility for managing performance to achieve results 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 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 Is flexible and adaptable in the face of workplace change and supports others through change, explaining the reasons for change. Implements workplace changes when needed.</p>	<p>3.1 Develops and maintains effective internal & external relationships, partnerships & networks Builds effective working relationships and develops professional networks. Responds to changes in stakeholder needs. Builds trust and credibility.</p> <p>3.2 Values individual differences & diversity Encourages an environment that values diversity. Treats others with respect and is flexible, open and tolerant.</p> <p>3.3 Listens to, understands & recognises others 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>3.4 Promotes & shares learning & supports and guides others Provides constructive feedback to others and supports their development. Discusses tensions and conflict in the workplace with a view to resolution.</p>	<p>4.1 Behaves professionally & ethically & accepts responsibility for own actions 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 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 Seeks development options for self and others. Helps to manage workloads to help with work life balance.</p> <p>4.4 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.</p>	<p>5.1 Communicates clearly & concisely Communicates clearly and concisely. Ensures communication is accurate, timely and unambiguous.</p> <p>5.2 Listens, understands & adapts to audience Presents persuasive communication tailored to achieving a desired outcome. Responds to the diverse needs of an audience.</p> <p>5.3 Negotiates persuasively Is effective in negotiation situations, seeking to understand different views, and aims for win-win outcomes.</p>	<p>6.1 Applies and builds appropriate knowledge, skills and experience Builds, applies and maintains appropriate experience, skills and knowledge. Where relevant to the position, maintains and demonstrates professional/technical qualifications or specialist expertise</p>