# **Competencies Form – Principal Officer**

**NB: Please consider carefully the information provided in the published role profile prior to completing this Form.**

In the following section of the application form we are interested in finding out what you consider to be **the key strengths and achievements** which make you particularly suitable for the role of Principal Officerin the context of the specific competencies identified for the role. Therefore, please:

* Summarise your experience to date under each competency heading; and
* Describe one example that illustrates your competency under the heading, briefly describing the background/nature of the task, problem, objective, what you did, and the outcome.

The information you provide will be used to help structure your interview. The interview board may question you in detail about the information you provide, with particular reference to the actions you took and your reasoning for doing so.

# **Competencies Form**

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| 1. **Strategic Thinking** |
| **A Principal Officer**   * Demonstrates ability to set BAI strategic direction and articulate vision for the organisation * Drives the development of organisational strategy and oversees its implementation * Responds sensitively to wider political and organisational priorities. Has informed understanding of external context and drivers * Responds to and anticipates trends and drivers that will impact on the organisation |

Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words.)

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Describe one specific example that illustrates your competency (**relevant to this role**) under the heading, briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words.)

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| 1. **Decision Making** |
| **A Principal Officer**   * Has ability to make important judgement calls in pressurised, high risk and/or sensitive situations on behalf of the BAI * Anticipates and manages risks and consequences. Weighs up and makes sense of complex and/or conflicting data * Builds a culture that fosters both decision making and accountability for decisions taken * Ensures appropriate and effective decision making structures exist in the organisation |

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| 1. **Problem Solving** |
| **A Principal Officer**   * Creates a culture that values and promotes showing initiative and problem solving * Champions innovation, creative thinking and analysis * Rapidly assimilates and interprets relevant information to identify core underlying issues and solutions |

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| **4 Resource Effectiveness** |
| **A Principal Officer**   * Aligns resources and deploys people and skills to achieve strategic objectives * Anticipates future skill and knowledge requirements and develops these among staff * Ensures appropriate and adequate systems and procedures are in place to ensure effective project management and data management within the organisation * Manages conflict and change in ways that ensure that the organisation runs effectively and meets its goals * Fosters and develops a culture that seeks to maximise value of resources |

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| **5 Stakeholder Focus** |  |
| **A Principal Officer**   * Fosters and manages strategic stakeholder relationships and ensures BAI view is represented in both national and international contexts * Ensures that appropriate supports and measures are in place to ensure excellence in stakeholder interaction throughout the organisation * Balances the potentially competing demands of stakeholder groups and ensures that the key organisational priorities are communicated effectively * Ensures that relevant information regarding stakeholder groups is communicated throughout the organisation |  |

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| **6 People Management** | |
| **A Principal Officer**   * Aligns functions and resources and deploys people and skills to achieve strategic objectives * Provides direction. Builds capacity for the organisation to deliver results, face challenges and develop continually * Builds a culture of high performance and effective people management | |

Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words.)

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| **7 Clear Communication** |
| **A Principal Officer**   * Articulates and champions shared mission, vision and values of organisation to both internal and external audiences * Translates organisational strategy into clear, effective operational messages * Promotes a culture of open communication in the organisation and ensures processes are developed and maintained to support communication at all levels * Creates and maintains open communication regarding resources, priorities and expectations |

Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words.)

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| **8 Team Working** |  |
| **A Principal Officer**   * Builds and promotes organisation that values collaboration and teamwork * Builds and maintains effective management teams and holds them to account |  |

Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words.)

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| **9 Flexibility** |
| **A Principal Officer**   * Has ability to effectively communicate a vision for change * Anticipates and responds to change. Ensures organisational flexibility to meet changing requirements |

Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words.)

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| **10 Learning & Improving** |
| **A Principal Officer**   * Sets strategies that build a supportive and learning focused environment * Promotes opportunities for staff to develop and grow in the organisation * Continually seeks improvement in organisation processes * Anticipates changes in the internal and external environment and adapts accordingly |

Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words.)

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