# **Competencies Form – Assistant Principal / Accountant Grade II**

**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 in 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.

# **Competencies Form**

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| 1. **Strategic Thinking** |
| * Plays a key role in the formulation of the organisation’s strategic plan. * Takes responsibility for the achievement of organisational objectives and oversees the planning and execution of the work plan. * Demonstrates an in-depth knowledge of the industry and political divers in national and international contexts. * Understands the strategic significance of external stakeholders’ issues/and or events that might impact on the plans or projects. * Plays a key role in the advocacy and communication of the organization strategy and ensures staff are kept informed of organization priorities and projects. |

Summarise your experience to date (**relevant to this role**) under this competency. (Do a 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** |
| * Able to make sound judgement calls in pressurised or sensitive situations, when necessary, on behalf of the organization. * Bases judgement on sound data gathering, risk analysis, knowledge of industry and stakeholders and overall strategy. * Can handle significant numbers of decisions and is able to prioritise issues that need most urgent action. * Is accountable for the decisions and outcome within area of responsibility. |

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| 1. **Problem Solving** |
| * Is able to draw conclusions and hone in on critical issues. * Demonstrates expertise in sourcing and analysing relevant information relating to any issue. * Views problems from multiple perspectives and identifies precedent’s, trends or relationship between issues. * Formulates structured and effective solutions to problems with reference to appropriate policy or strategic context. * Enable and supports team members to analyse problems and come up with solutions. |

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| **4 Resource Effectiveness** |
| * Plans and manages projects effectively ensuring best possible allocation of resources and realistic timing. * Appreciates the bigger financial picture and is aware of funding drives and challenges for organisation. * Manages a range of organisational projects and understands how to effectively prioritise and ensure delivery. * Ensure that funding is maximised and the value for money is achieved in all areas. |

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

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| **5 Stakeholder Focus** |  |
| * Understands the differences between the stakeholder groups and how relationships should be managed and developed. * Actively contributes to stakeholder management and develops communication strategies and approaches to enhance relationships. * Has ability to take both immediate and long term perspectives in managing stakeholder relationships. * Systematically takes into account implications and impacts on stakeholders. Understands and anticipates stakeholders’ needs. * Demonstrates ability to confidently and appropriately manage conflicts or challenging. |  |

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

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| **6 People Management** |
| * Translates vision and policy into concrete direction and plans. * Agrees roles and responsibilities of staff and ensures individual and team ownership of objectives. * Motivates and leads teams to meet targets, achieve objectives and overcome obstacles. * Coaches and supports development of team members. * Identifies and communicates priorities, timelines and performance measures. * Seeks contributions and ideas from staff and promotes a collaborative approach. |

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

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| **7 Clear Communication** |
| * Motivates, persuades and gains support through the presentation of clear and relevant information. * Ensures all communication to Board and Committee members is to a high standard and appropriately delivered. * Ensures key objectives, roles and responsibilities are understood by team members. * Able to represent the organisation’s view both externally and internally including where required, at large events, conferences and/or media engagements. * Facilitates and chairs discussions to achieves clear outcomes. |

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

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| **8 Team Working** |  |
| * Promotes and develops good morale, team co-operation and positive working environment for teams. * Communicates expectations for team working and collaboration. * Ensures teams are appropriately skilled, managed and resourced. * Discusses and helps resolve issues with team members. * Acknowledges effort and individual contributions of team members. |  |

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

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| **9 Flexibility** |
| * Has ability to initiate and drive change in conjunction with colleagues. * Adjusts original objectives or plans where necessary, to ensure best possible results. * Role models flexibility and a positive approach to change within the organisation. * Supports staff to adjust to changes and ensures new information and/or new requirements are communicated thoroughly. |

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

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| **10 Learning & Improving** |
| * Revises and/or develops procedures and policy and contributes to their successful implementation. * Keeps up-to-date with industry developments and issues internally and externally * Provides open, timely and constructive feedback to staff. * Builds supportive and development focussed teams and ensures all team members have opportunities to develop skills and experience. |

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

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