# **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.

# **Competencies Form**

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| 1. **Strategic Thinking** |
| **A Principal Officer**   * Demonstrates ability to set the organisation’s 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 organisation. * 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 the organisation’s 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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