Starting a new role

Things to think about

Making the most of my new role

Taking opportunities to develop capabilities and experience

Clarifying what is expected of me

How to work well with my new manager and team

How I am doing in my new role

Key actions

Understand what is expected of you

- On-boarding is a two way process designed to help you to settle into and effectively perform your new role quickly and smoothly. Review your role description and discuss with your manager the capabilities and associated behaviours you are expected to display in your role on a day-to-day basis.

- Work with your manager to set clear performance goals, identify any possible obstacles you may face and agree on what support you need. Your new manager, team and the organisation can provide you with information and support to help you get started in your role. Observing and working with your new manager and team will help you to start applying your capabilities in the context of your new role.

Points to remember

- Don't expect to be performing at your best immediately – it takes time to find your feet in a new environment and to master the challenges of a new role. Observe others and consider how best to transfer your capabilities to the context of your new role

- It's important that you identify any challenges you face and take practical steps to overcome them. Regularly reflect on the capabilities and associated behaviours you display and seek support from your manager and colleagues to deal with any challenges you encounter. Develop self-awareness of your strengths and weaknesses

- Consciously build your networks in the new role. Consider joining a Community of Practice to expand your professional connections beyond your immediate role environment

The **Capability Framework** describes the core capabilities or knowledge, skills and abilities public sector employees require to perform their roles effectively. The Framework provides a common foundation for workforce management and career development activities.

Capability Framework
NSW Public Sector

Key actions continued

Reflect on how you are performing

- Identify instances where you have demonstrated capabilities in performing your work and discuss them with your manager at your regular meetings. How can you do more of what works for you and play to your strengths? Are there particular behaviours that you struggle with? Ask your manager for regular feedback on your performance and your progress in developing your capabilities.

- After your on-boarding period, you will meet with your manager for a discussion of your performance and capabilities as they relate to the standards required for your role. It will be an overview of regular discussions you've had with your manager during your on-boarding period, so it should reflect the feedback you have already received. Discuss areas where you would like to focus your capability-building efforts.

Continuously develop your capabilities

- Ask your manager for feedback on your performance on any capability-based assessments you undertook when you were assigned to your new role. Work with your manager to create a development plan to address your key capability development needs. This may include any non-focus capabilities from your role description that may require further development. Commit to specific steps and define timing.

- Work to continuously improve your performance and address any capability development issues as they emerge. You should meet with your manager at least weekly to discuss any difficulties you are experiencing at work in achieving your goals and applying your capabilities, and ask for help if you feel that there are issues that you cannot resolve on your own.

Toolkit

- Capability Discovery Tool
- NSW Public Sector Communities of Practice resources
- Occupation specific capability sets
- ICT Career Pathway Framework (for ICT professionals)
- Performance Development Framework Employee Guide
- NSW Leadership Academy
- Personas for executives, leaders and individuals in the State of Workforce Reform Report
- Senior Executive Fundamentals

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