Using the capability framework

Version 2: 2020

I'm a manager...

1 WORKFORCE PLANNING

How do I ensure I have the right people in the right roles both for now and in the future?

Regularly plan and review team capabilities needed to deliver business outcomes

Ensure the mix of team capabilities is at the right level

Consider how capability gaps can be filled (buy, build, borrow...)

> The Capability Framework helps you plan for the behaviours and skills you need in your workforce.

2 ROLE DESIGN

I am creating or redesigning a role in my team....

Select capabilities at the right level for the role

Assign focus capabilities as those most important to performing the role

Use the Capability Comparison Guide to help decide focus capabilities and capability levels

Consider if occupation specific capability frameworks apply to the role

3 RECRUITMENT

I need to recruit for a role

Design assessments based on the role's capability levels

Assess each focus capability using at least two assessment types

Base selection decision on responses to capability assessments and evidence of knowledge and experience

> The Capability Framework describes the required behaviours for all roles, and helps inform the selection process.

4 ONBOARDING

I have a new staff member joining my team...

Explain how individual and team capabilities help achieve business outcomes

Align capabilities to performance objectives/goals

Work together to develop a performance development plan with actions to build capabilities

> The Capability Framework lists expectations of behaviours and skills required for all roles and helps identify strengths and areas for development.

## 5 PERFORMANCE DEVELOPMENT

How do I support my employees in developing their capabilities/careers?

Use the behavioural indicators to measure and benchmark performance

Ask team members to reflect on their capabilities using the Capability Discovery Tool

Discuss capability strengths and areas for development

Talk about opportunities for performance development in the role or for career advancement
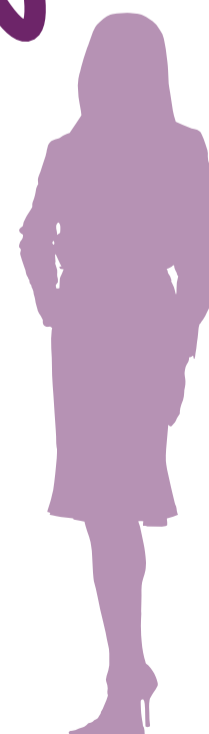
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I'm an employee...

APPLYING FOR A NEW ROLE

1

I want to apply for a role

Capabilities are the knowledge, skills and abilities needed to do a role

Focus capabilities are the most important capabilities

Complementary capabilities are important too, especially once employed or when looking for career advancement

Assessing your capabilities using the Capability Discovery Tool can help you to decide if a role is right for you

ROLE DESCRIPTIONS

2

Where can I find the capabilities for the role I am interested in?

Capabilities are located in the role description. They come from the Capability Framework and, sometimes, from occupation specific capability sets

Review the Key Accountabilities, Knowledge and Experience and Capability sections together to help understand what's needed to deliver the expected outcomes of the role

RECRUITMENT

3

How will I be assessed during recruitment?

Capability-based assessments are an opportunity to show how your capabilities align with those needed for a role

A mix of assessments, such as interviews, work samples and psychometric tests, are used to help increase the reliability and validity of the assessment processes

PERFORMANCE DEVELOPMENT

4

How can I develop my skills and advance my career?

Behavioural indicators are used to measure and benchmark your performance. Reflect on how effectively you have demonstrated the capabilities in delivering business outcomes

Discuss with your manager strengths and areas for development in your capabilities as part of your regular performance discussions

I want to progress my career and move to a higher level...
To progress your career identify potential roles and associated capabilities that need strengthening and use these to inform your development plan.