

# Driving your own career

## Things to think about

My work life – what I want to do and where I want to be in future

New opportunities. Changes in public sector work organisations

Am I ready to take control and drive my career?

My experience and capabilities. What do I need to do to reach my career goals?

Where can I get more information and help?

## Key actions

### Learn about the importance of ongoing capability growth

- As a public sector employee, you will need to demonstrate flexibility and grow your capabilities in a range of roles, sometimes in different organisational environments. Organisational roles and structures can change quickly, so keep an open mind to opportunities you might not have considered. Most employees do not follow a linear career pathway – lateral moves are a great way to learn about other career areas that may interest you and to broaden your areas of expertise and your experience in applying your capabilities.
- Your role description lists the capability requirements for your role, including focus capabilities which indicate the most important capabilities required to effectively perform your role. Be aware that the focus capabilities of your role may change as the organisation's priorities and needs evolve.
- Reflect on your organisation's strategic plans and consider areas where the organisation is likely to expand its operations. What capabilities will you need to develop so you can perform roles in other areas? Talk to your manager about capabilities that you would like to develop, and opportunities available to you both within and outside your organisation.

## Points to remember

- Drive your own career by identifying and developing the specific capabilities you will need to effectively perform the roles that interest you
- Capability development will improve your 'marketability'. Consider 'lateral' moves into roles in different teams
- Network to share skills and experience and be aware of development opportunities
- Make sure your manager is aware of your interest in mobility and development opportunities
- Be prepared to communicate your strengths and career aspirations

## Key actions continued

### Search for career development opportunities

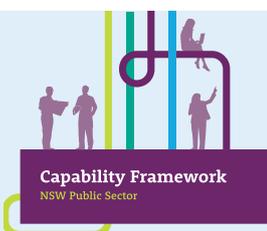
- Actively search out the experiences you need to build your capabilities. Network across the organisation and beyond to stay abreast of others' work and offer to share your skills and expertise – check with your manager first. Sometimes your network will be the best way to find out about internal opportunities to move into other roles, for example:
  - Vacancies
  - Secondment opportunities
  - Transfers
  - Recruitment pools
- Make sure your manager is aware of your interest in mobility opportunities and ask them to tell you if they hear of any appropriate opportunities.
- Consider joining a NSW Public Sector Community of Practice for your functional area, or another area that interests you, to build your capabilities and learn about the career and capability development opportunities on offer.
- Actively maintain contact with your network to stay abreast of upcoming opportunities to broaden your experience in applying your capabilities.
- Understand and be prepared to communicate your strengths and career aspirations, internally and externally, to build your personal brand.

### Have a career discussion with your manager

- Initiate a career conversation with your manager and be prepared to discuss your interests and current strengths and development areas. Be open about your career aspirations and goals and ask your manager for feedback on where you may need further capability development before making a move to another role.
- Ask your manager about the capabilities your team and organisation will need in the future and assess how closely these align with your interests. Focus on developing capabilities which will be in future demand, and which you expect will lead to roles to which you aspire.
- Work with your manager to design a potential career pathway to help you achieve capability growth across a variety of different types of roles and environments. Think about the experiences you will need to develop the capabilities which are a priority for you and for your employer.

### Toolkit

- Capability Discovery Tool
- NSW Public Sector Communities of Practice resources
- ICT Career Pathway Framework (for ICT professionals)
- Career Pathway Template
- Agency learning and development guides



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.