

# Role Competencies Profile

**Role Title: Assistant Directors**

**Post Number: TBC**

## **Core Competencies (to be completed for all employees)**

Type	Definition	Level A-H
Core	<p><b><u>Communication</u></b></p> <p>Communicates clearly and openly with others in order to inform, instruct, persuade and encourage feedback.</p>	G
Core	<p><b><u>Performance and Outcome Focus</u></b></p> <p>Demonstrates a “can do” attitude and focuses energy and commitment on achieving results that are critical to own and organisational success.</p>	H
Core	<p><b><u>Customer Focus</u></b></p> <p>Understands the role of the organisation, its communities and the needs and expectations of internal and external customers. Works professionally and innovatively to meet or exceed these needs and expectations.</p>	G
Core	<p><b><u>Innovation, Continuous Improvement and Problem Solving</u></b></p> <p>Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative ideas, solves problems and continually improve performance</p>	H
Core	<p><b><u>Collaborative Teamwork</u></b></p> <p>Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.</p>	H
Core	<p><b><u>Financial and Commercial Awareness</u></b></p> <p>Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions.</p>	G
Core	<p><b><u>Expertise and Self Development</u></b></p> <p>Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous self/professional development (CPD).</p>	H

## Core Competencies (to be completed for managers only)

Type	Definition	Level A-H
<b>Management</b>	<p><b><u>Managing People and Change</u></b>                      Demonstrates the ability to manage staff performance and development. Sets standards and expectations, recognises and promotes good performance, decisively manages poor performance, encourages staff to develop their knowledge and skills using appropriate opportunities and techniques.</p>	<b>G</b>
<b>Management</b>	<p><b><u>Collaborative Leadership</u></b>                      Demonstrates a collaborative and adaptive leadership style with colleagues and partners. Delivering the organisational vision through informed and insightful decision making.</p>	<b>G</b>
<b>Management</b>	<p><b><u>Strategic Thinking</u></b>                      Is able to think and plan strategically, envisioning the future of the sector and local area. Develops effective strategies and plans to shape and deliver long-term organisational objectives.</p>	<b>H</b>
<b>Management</b>	<p><b><u>Commercial Focus</u></b>                      Demonstrates a high level of motivation, interest, and <i>focus</i> on the financial welfare of the organisation, delivering tangible benefits through the development and management of commercial projects, income streams, cost reductions and commissioning.</p>	<b>G</b>