



Key Behavioural & Capability Indicators

APPLYING THE FRAMEWORK



WORKFORCE PLANNING

Use the framework to base your workforce planning decisions on data and discussions about your team's capabilities, rather than 'gut feeling' or assumptions about each employee's potential.

Consider the key strategic objectives of the organisation and define the capabilities your team will need to achieve organisational outcomes now and in the future.



JOB DESIGN

Use the Behavioural & Capability Framework to consider the capabilities of your team, and where there are gaps. Do you need to bring in someone with the capabilities to fill the gaps, or can you develop capabilities in your existing team?

Review and shape the role description and selection process to suit the team's and the organisation's current and future needs

SUCCESSION PLANNING & CAREER DEVELOPMENT

The Framework can be utilised for each of your team members to review the capability levels they require to effectively perform their role as listed in their role description, and consider how capabilities should be applied to achieve the key accountabilities of their role and progression into future roles.



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RECRUITMENT

The framework provides behavioural & capability standards for each position. Use the capabilities and their descriptors to define the key requirements of the role so that you know **WHO** you are looking for instead of **WHAT** you are looking for.

Interview questions should draw out demonstrated behaviours and capabilities from past roles as they relate to the framework



PERFORMANCE APPRAISALS

Use the Behavioural & Capability Framework alongside the Key Duties to review performance, set goals and manage behaviours towards the organisational values

Where shortfalls exist, focus on capabilities that need strengthening and commit to a development plan

INDUCTING NEW EMPLOYEES

The Framework lists expectations of the behaviours & capabilities expected of your people and should integrate with your Values.

This assists new employees to quickly adapt to your workplace culture and reduces the risk of separation and / or reduced productivity