

## Using Your Own Competencies

A&DC works with an extensive list of 35 Behavioural Criteria (Competencies). Each Criterion has been carefully designed to minimise overlap and to ensure there is an understanding of what is meant by its title and definition.

Organisations with their own competencies will need to map them against the 35 Criteria that we work with in the Catalogue. We have therefore attempted to provide a framework which indicates how 10 of the most commonly used Competencies (with typical broad definitions) relate to the 35 Criteria the we use.

Mapping is not an exact science, but should be regarded as more of an indication of likely associations between such Competencies and our Criteria.

Competencies	Criteria
<b>Achieving Results</b> Sets high standards and commits to clear objectives to achieve good quality, cost-effective results within required time frames. Stays focused on the task, measures outcomes and seeks opportunities for continuous improvement.	<b>Drive</b> <b>Commitment</b> <b>Tenacity</b> <b>Work Motivation</b> <b>Initiative</b> <b>Quality Standards</b>
<b>Leading Others</b> Motivates, enables and inspires others to succeed, utilising appropriate interpersonal styles, including leading by example. Sets objectives and defines responsibilities which provide a clear sense of direction, consistent with the organisation's vision.	<b>Leadership</b> <b>Persuasive Oral Communication</b> <b>Flexibility</b> <b>Interpersonal Sensitivity</b> <b>Delegation</b> <b>Integrity</b>
<b>Relationship Building</b> Uses interpersonal skills to build rapport with others, displaying trust and integrity. Works well with others (colleagues and customers), being able to appreciate their motives, concerns and points of view and takes these into account as appropriate.	<b>Interpersonal Sensitivity</b> <b>Listening</b> <b>Networking</b> <b>Teamwork</b> <b>Integrity</b> <b>Organisational Sensitivity</b> <b>Diversity Awareness</b>
<b>Driving &amp; Embracing Change</b> Adopts a positive attitude towards change, encouraging and supporting people through it. Takes an innovative approach and challenges existing methods and is willing to be flexible and adapt to new circumstances.	<b>Openness to Change</b> <b>Flexibility</b> <b>Independence</b> <b>Stress Tolerance</b> <b>Creativity</b>
<b>Communicating &amp; Influencing</b> Able to express ideas or facts clearly and convince others to their own point of view. Uses networking opportunities to disseminate and promote ideas and opinions.	<b>Persuasive Oral Communication</b> <b>Written Communication</b> <b>Listening</b> <b>Flexibility</b> <b>Impact</b> <b>Resilience</b> <b>Stress tolerance</b>

<p><b>Analytical Thinking</b> Shows the ability to gather information in order to understand complex issues. Analyses problems and risks to establish causes and suggests clear, logical and practical solutions based upon their analysis.</p>	<p><b>Problem Analysis</b> <b>Judgement</b> <b>Decisiveness</b> <b>Creativity</b> <b>Numerical Analysis</b> <b>Organisational Sensitivity</b></p>
<p><b>Planning &amp; Organising</b> Plans and manages resources in order to achieve immediate and longer-term objective. Able to quickly and accurately establish priorities and execute, despite conflicting agendas and multiple deliverables.</p>	<p><b>Planning &amp; Organising</b> <b>Attention to Detail</b></p>
<p><b>Managing Performance</b> Sets clear and challenging objectives for staff, defines responsibilities and looks to bring the best out of them. Monitors progress and address any shortfalls. Maintains high standards and ensures that delivery targets are met.</p>	<p><b>People Development</b> <b>Management Control</b> <b>Quality Standards</b> <b>Leadership</b> <b>Delegation</b></p>
<p><b>Strategic Thinking</b> Takes account of a wide range of longer-term issues, opportunities and contingences. Relates the activities of their team/unit to the 'bigger picture' and develops innovative approaches and implementation plans, which are in line with the vision and direction of the organisation.</p>	<p><b>Strategic Perspective</b> <b>Risk Taking</b> <b>Organisational Sensitivity</b> <b>Creativity</b></p>
<p><b>Commercial Focus</b> Understands the context in which the organisation operates and takes appropriate action to maximise commercial success, such as providing quality customer service balanced against the organisation's needs. Identifies opportunities for achieving competitive advantages.</p>	<p><b>Commercial Awareness</b> <b>Customer Service</b> <b>Organisational Sensitivity</b> <b>Quality Standards</b> <b>Risk Taking</b></p>

If you need any assistance with mapping solutions please call our Duty Consultant on 01483 860898