

USING A COMPETENCY BASED APPROACH

Why create a capability framework

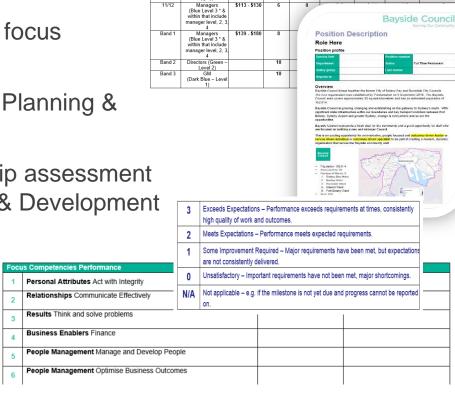
- As we move towards creating a new, modern, dynamic and flexible workforce, for the new Bayside Council the development and implementation of best practice talent management, recruitment practices, development and performance management is paramount.
- ► How did we do this? Adapting of the 'NSW Public Sector Capability Framework' into a new approach for providing a common approach to:
 - Developing position descriptions
 - Recruitment
 - Performance Management
 - Reward & Recognition
 - Career and Learning Development
 - Workforce Planning



How did we do this

- Introduction of framework into position descriptions, recruitment and assessment.
- Alignment of capability levels and focus competencies by Grade.
- Link framework into Performance Planning & Review process.
- Incorporation into KSAC leadership assessment and coaching program (Learning & Development for Managers)





\$87 - \$99

\$105 - \$113

What does this mean to our people

Position
Description

- What I need to do in my role
- What is expected of me
- •How to behave and act

Induction

 I clearly understand my role and how we contribute to the vision, mission and day to day operations of Council

Reward & Recognition

- •Recognises my effort and my achievement
- •Rewards me for my work
- Makes me feel valued

Recruitment

- Establishes best fit
- Provides opportunity to build an engaged, committed, innovative and customer centric workforce

Workplan

- •How to do my job
- How to achieve my projects, tasks, activities
- Links to my manager's, directors,
 council's vision, mission and direction for the future

Links to Learning

- •Makes my work meaningful
- Gives me opportunities for arowth
- •Keeps me motivated & energised

Assessment

- Establishes fair, unbiased, equitable approach to finding the right person
- Finds the right person for the role

Performance Review

- •Keeps me updated on how I am doing at work
- •Reminds me of my achievements
- How well I did it
- •How I behaved, acted & treated others
- How I lived our values

Career Progression

- Provides me with a future direction
- Fosters Great Management
- Establishes a flexible, people focused, and inclusive workplace

Communicating it to our People

HR

- Training link framework to Transition Recruitment Policy
- Training on creating new PDs for Bayside Council (800)
- Guidelines on assessment & recruitment functions
- Next steps
- KSAC Assessment skills (align with framework)
- Coaching managers for Performance Review

Managers

- Workshops on PD Development
- Guidelines for Recruitment & Assessment
- Workshops on Performance Review & Planning
- Next steps
- KSAC Assessment skills (align with framework)
- Resources on Intranet Site

Staff

- Information Sessions on new PDs
- Training on resume writing and interview skills Framework
- FAQs
- Intranet Site

Bayside Council

What resources do we have

- Dedicated intranet site for staff and managers
- Training & Workshop Materials
- USB for Today
 - Capability Guidelines
 - PD Templates
 - Assessment & Recruitment
 - Performance Review & Planning
 - Reward & Recognition approach
 - Training & Workshop materials



KSAC ASSESSMENT - Leadership Learning

- Provide a proven diagnostic tool for leadership development to build a competencies based and agile workforce.
- 10 key learning areas linked to the capability framework.
- Assessment
- Alignment with Capability Framework (PD & Workplan)

Practical coaching & workplace application

Bayside Council











- Management Styles
- Innovation
- Effective Communication
- Managing Team Work
- Time Management
- Performance Management
- Budgeting & Financial Analysis
- Operational Planning
- Change Management
- Conflict Management

Next Steps – Resources we need

- Develop process for linking framework to learning & career development for staff – ELMO system / approach
- Online resources for PDs, recruitment, assessment
- Online resources for links to learning & career development
- Investigation into Legal Aid Capabilities at a click online Performance review process

