

# Individual Contributor 3 – capability descriptors



## Our Direction

<b>Working/Leading Strategically</b>	I take an active interest in Toitū Te Whenua and understand our priorities and strategic direction. I apply this knowledge to my work to ensure my advice and decisions are aligned to our purpose and priorities.
<b>Working /Leading with Influence</b>	I communicate clearly and proactively share knowledge. I provide critical reflection and analysis to aid decision making and shape the direction of our organisation. I am confident to ask questions where appropriate and to raise concerns where I see risk.
<b>Engaging Others</b>	I am proactive in involving others in my work in a constructive way. I am mindful and respectful of the way I engage with others to ensure the quality of the ongoing relationship and collaboration, no matter what the message.
<b>Making change happen</b>	I support and promote changes at Toitū Te Whenua. I respond flexibly to uncertainty and ambiguity and support others to do so.



## Our Connections

<b>Enhancing Organisational Performance</b>	I proactively work to anticipate the future needs of my customers and think critically about how we can continue to deliver value to them. I look for improvements where appropriate.
<b>Enhancing Public Service system performance</b>	I work collaboratively as part of the teams in which I belong. I have established connections across the public service and use my networks to share ideas and learnings which shape my thinking and my work. I know what it means to be part of the public service, embodying the spirit of service to the community.
<b>Working/Leading at the Political Interface</b>	I understand government structures and political processes and my role in these. I am aware of political or legal developments that impact on the work that I do. I provide honest and impartial advice to customers and stakeholders.
<b>Strengthening Māori Crown Relations</b>	I understand and value the partnership between Māori and the Crown and the role I have, as a public servant, to uphold and strengthen that relationship to deliver better outcomes for Māori. I can use te reo words and greetings appropriately. I am aware of and working towards "comfortable" level of the Tiriti o Waitangi/NZ History, Te reo Māori and Tikanga/Kawa individual core competencies as set out by Te Arawhiti.
<b>Professional discipline and technical expertise</b>	I have the technical expertise appropriate for my work and build my professional knowledge and stay up to date with best practice and developments. I am open to opportunities to use my skills and knowledge in different ways and drive improvements to how things are done at Toitū Te Whenua.



## Our Outcomes

### Achieving Ambitious Goals

I take ownership of my work and continually drive to deliver high quality outcomes. I understand and leverage Toitū Te Whenua's systems and processes to get things done. I find innovative ways to progress when faced with obstacles. I proactively engage with my leader(s) in relation to my performance and development.

### Managing Work Priorities

I am agile in my work management practices and plan and prioritise to ensure I deliver on competing priorities. I actively determine where to spend my time and energy to deliver value. I connect my work to the work of others and can shift as needed to respond to changes in context or priorities.

### Achieving with/through others

I understand the need to make connections across the business and actively collaborate and engage others in my work. I use my networks to enhance outcomes for customers and am able to motivate others towards achieving shared outcomes.

### Ensures Health Safety and Wellbeing

I take responsibility for my health, safety and wellbeing (H,S&W) at work and seek the support of others when I need help. I follow procedures and use the appropriate channels to speak up about H,S&W, and report events (incidents, hazards or near misses). I work with others, to ensure H,S&W arrangements are in place to reduce risk to the lowest possible level. I ensure that my actions or inactions do not impact adversely on the H,S&W of others.



## Our People

### Enhancing People Performance

I drive my own performance and am motivated to continue to grow my skills and experience. I value feedback and use it to critically assess my performance and identify opportunities to make changes to how I work.

### Developing Talent

I coach and mentor others in my teams to help them to build and enhance their capability and help them drive their own development.

### Enhancing Team performance

I contribute to team outcomes and role model positive working relationships with other team members. I look for opportunities to support other team members where they need assistance. I value the contributions of others by encouraging ideas to be shared. I respectfully challenge behaviour that could have a detrimental impact on our team.

### Working/ Leading Inclusively

I am respectful of others, their differences, and the contributions they make. I recognise and acknowledge that we all have differing worldviews. I am mindful of the assumptions that I may make and their potential impact on others. I work in ways that includes others.



## Ourselves

### **Curious**

I have an open mind. I ask questions and seek alternative perspectives. I explore ideas, information, research, risks and opportunities. I use this to adapt and inform my thinking and decision making.

### **Honest and Courageous**

I make decisions and recommendations, sometimes working with incomplete information. I trust my judgment and experience and am prepared to present and discuss my ideas. I have the courage to be upfront when I have a different view and am open to changing my views or opinions. I acknowledge when I make mistakes. I act with integrity.

### **Resilient**

I maintain focus and develop solutions or alternatives in the face of complexity or challenges and in the context of the outcome. I demonstrate composure when the environment and priorities change. I am responsible for my own wellbeing.

### **Self Aware and adaptive**

I seek and am open to feedback on my work. I am aware of my strengths and development needs and set stretching self-development goals. I see challenges as learning opportunities. I am adaptable and alter my approach to suit different situations.