

Self Assessment Report

Below is a summary of your responses to the self assessment questionnaire. Please review these with your manager, editing them if necessary. As you review your responses you will identify development priorities which will lead naturally into reviewing your results (available as a separate report), discussing recommended learning and agreeing a development plan.

Rating scale

- | | |
|------------------------|---|
| 1. Developing | I have a development gap and/or it is a new area for me |
| 2. Building | I am learning but not yet fully effective |
| 3. Effective | I perform well generally |
| 4. Accomplished | I am strong in this area |
| 5. Expert | I am exceptional here |

Summary Of Responses

Seeing the Big Picture

2

I keep up-to-date with a broad set of issues relating to my work	3
I make the link between my work and departmental priorities and wider activities	2
I keep the overall goal for my work in mind whilst achieving specific tasks	2
I consider how my work impacts on and interacts with other teams	2
I pass on my knowledge of my area and department to the team	2

Changing and Improving

2

I use digital tools where possible to achieve better results	2
I continually consider alternative approaches, not just accepting the existing way of doing things	2
I participate actively in projects and activities to identify improvements	2
I address colleagues' and customers' concerns about change	2
I identify, resolve and escalate impacts that change may have on my role and the team	2
I share learning to help make service improvements	2

Making Effective Decisions

2

I take accountability for making accurate and unbiased decisions that lie within my remit	2
I check the relevance and accuracy of information used in making decisions	3
I obtain advice and information when unsure about how to proceed	3
I clearly explain how my decisions have been reached	2
I provide accurate advice and feedback to support others to make decisions	2
I ensure critical data and customer information is stored accurately, confidentially and responsibly	2

Leading and Communicating

3

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I display enthusiasm for goals and activities with everyone I interact with	3
I understand and respect the value of different views, ideas and ways of working	3
I express my ideas effectively and with sensitivity, both orally and in writing	2
I confidently handle challenging conversations	3
I promote inclusiveness and sensitivity, and confront inappropriate language or behaviour	3
I provide guidance to help customers use digital services more effectively, including assisted digital tools and services	2

Collaborating and Partnering

2

I develop a range of contacts outside my team to help get the job done	2
I seek out knowledge and expertise in the wider network of colleagues and partners to support the work of the team	2
I adopt a collaborative approach with colleagues and other teams to help achieve results	2
I listen attentively to others and check my understanding by asking questions	3
I take responsibility for creating an equal, diverse and inclusive working environment	3

Building Capability for All

2

I identify capability needs for myself and the team/peers	3
I adopt a continuous learning approach to improve the quality of my work	3
I proactively support the development plans of others	2
I delegate to improve the capabilities of all team members	1
I ask for developmental feedback and take ownership of my development	3

Delivering at Pace

2

I set up regular activity reviews to monitor performance and quality, and escalate potential risks	1
I keep the work area focused on achieving outcomes	1
I take ownership of monitoring and addressing problems in my area of responsibility	2
I demonstrate interest and positivity about what I and the team are achieving	3
I use performance reviews effectively to give timely and constructive feedback	1
I set and achieve challenging goals	2