

Skills Checklist

In the tables on the following pages you will find lists of criteria relating to various aspects of work. Not all criteria will be relevant to you. These skills and competencies have been arranged under the following headings:

- ▶ Criteria applicable to all staff
- ▶ Criteria related to Teaching
- ▶ Criteria related to Research
- ▶ Criteria related to Service to the University community and Professional Discipline
- ▶ Criteria related to Leadership / Administration

Assess yourself against the criteria relevant to you, considering whether you would like to be using the skill in your job and how good you are at it. For example, look at the first skill listed "communicate clearly in writing". You may enjoy doing this in your job but think your skills could be further developed. In this case you would tick the second column, 'Like using but need to develop'.

This table can provide you with interesting information about your career choices. The first column "Like using and am good at" provides you with a list of some of your strengths. These are the types of skills and activities that would make up your *ideal* job. These are the types of skills and activities that you should try to maximize in your career choices.

The second column, "Like using but need to develop" represents possible training and development needs.

These can be used as a basis for planning development goals if you choose to pursue a career option requiring these skills.

The third column "dislike using but am good at" provides a list of skills you should try to minimise in your job because you don't enjoy using them, even though you are good at them. Finally, the fourth column "dislike using and have little or no skill" identifies things you should try to avoid in a job.

Comparing the results from this table with your current job and career plans is an interesting exercise. How good is the match? You will be most satisfied in a job that uses more of the skills you like and are good at and less of those you prefer not to use.

Instructions

1. Turn to the checklist on the next page.
2. Place a tick in the column which best describes your interests and competency.
3. In the example below the first column has been ticked which indicates that you like communicating in writing and are good at it.

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
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Working with People:				
Communicate clearly in writing	✓			
Use effective verbal communication skills		✓		

4. Leave out any items which are not relevant to you.

Criteria applicable to all Staff

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Working with People:				
Communicate clearly in writing				
Use effective verbal communication skills				
Work with others in teams				
Build and maintain networks and business relationships				
Work collaboratively with others				
Develop trust and confidence with peers, customers, students				
Establish appropriate level of rapport				
Negotiate with others to achieve tasks and goals				
Advise, coach or empower others				
Deal with conflict situations				
Provide mentoring support to colleagues				
Serving or helping others				
Instructing or teaching others				
Diagnose, treat or heal others				
Persuade, motivate or sell to others				
Perform, entertain, amuse or inspire others				
People Management:				
Communicate expectations clearly				
Recognise and reward achievement				
Inspire others				
Persuade and encourage others				
Hold people accountable				
Strong commitment to staff development				
Correctly evaluate the potential in others				
Strong commitment to diversity				
Strategic Management:				
Adapt to changing circumstances				
Identify and articulate long term vision for future				
Deep understanding of markets, customers and competitors				
Correctly assess the risk and return of decisions				
Global perspective				
Understanding strengths and weaknesses of work unit / faculty/ division/ UNSW				
Personal Characteristics:				
Demonstrate a passion to succeed				
Accept responsibility for success and failures				
Be open to new ideas				
Challenge the status quo				
Display confidence				
Show commitment to continual personal development				
Think analytically				
Be sensitive to the needs of others				

Criteria applicable to all Staff continued

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Technical Competencies:				
Using my hands or fingers e.g. Signing, massaging, fine motor activities				
Using eyes and hands in coordination				
Physical coordination				
Agility, speed, strength or stamina				
Crafting, sewing, weaving				
Cutting, carving or chiseling				
Shaping or sculpting material				
Painting or restoring materials				
Washing, cleaning, preparing objects				
Making or producing something				
Maintaining, preserving or repairing objects				
Precision work with tools				
Setting up or assembling equipment				
Operating, controlling or driving equipment				
Maintaining, Preserving or repairing equipment				
Disassembling or salvaging equipment				
Constructing buildings				
Modelling or remodelling rooms or buildings				
Causing things to grow or flourish				
Raising, training or treating animals				
Managing Results:				
Apply knowledge to complete routine administrative tasks				
Organise own work to achieve goals				
Use technology				
Manage work priorities				
Produce quality results				
Produce complex documents				
Plan and implement sales activities				
Work safely within defined policies and procedures				
Deliver quality customer service				
Manage resources				
Manage operations to achieve planned outcomes				
Implement new strategies in response to changing needs				
Implement and monitor continuous improvements to systems and processes				
Facilitate and capitalize on change				
Encourage and manage innovation				
Translate long term vision into a step by step plan				
Creatively solve problems				
Appropriately handle crises				
Manage budgets and timelines				
Break down a project into manageable components				

Criteria applicable to all Staff continued

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Working with Information:				
Collect, research and analyse information				
Gather information through observation or interviewing				
Analyse and break down information				
Compile, organise and prioritise information				
Visualise, draw, paint or create				
See patterns among a mass of information				
Decide, evaluate and make decisions				
Keep records				
Develop and monitor work plans				
Use information management systems				
Prepare business plans				
Prepare grant proposals				
Prepare budgets and forecasts				
Develop, implement and review policies and procedures				
Develop and implement business strategies				
Identify business opportunities and market need				
Develop and evaluate risk management plans				

Criteria related to Teaching

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Use effective verbal communication skills				
Develop trust and confidence with peers and students				
Establish appropriate level of rapport to enhance relationships with students				
Advise, coach or empower others				
Use a range of teaching methods and strategies to support student centred learning and assess relevance to teaching context				
Use a range of teaching aids including online delivery, audio visual aids, educational technology				
Can formulate and communicate clear objectives				
Able to use methods to evaluate own teaching and work towards continuous improvement				
Write and develop courses and units of study				
Provide constructive supervision of students and practical experiences				
Use appropriate criteria in student assessment				
Use originality in planning materials				
Develop course materials to support curriculum				
Contribute to curriculum development				
Apply quality assurance principles to review course and curriculum materials				
Able to encourage and motivate students				
Use planning and organising skills in completing administrative tasks				
Able to give quality feedback				
Keep up to date with current theories and practice in teaching				
Develop a reflective conception of teaching including continuing evaluation, feedback and review cycles				
Plan teaching to encourage alignment of teaching objectives, learning activities and assessment				

Criteria related to Research

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Formulate a comprehensive project plan				
Adhere to research and project plans				
Foster research collaboration				
Establish and contribute to networks				
Provide research supervision to a range of students				
Consult on research projects				
Write a successful research grant				
Organise and present at seminars and conferences				
Prepare work for patent application				
Prepare work for publication				
Liaise with industry groups				
Conduct critical analysis of research field				
Identify opportunities for research, gaps in knowledge				
Recognise commercial opportunities				
Review journal articles				
Participate on editorial boards				
Lead project teams				
Mentor/ coach others				
Manage research budget				
Manage ethical considerations related to research				

Criteria related to Service to the University Community and Professional Discipline

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Contribute constructively to committees				
Able to provide mentoring support				
Understand the role of staff supervision				
Constructively contribute to boards and professional bodies				
Assist with peer reviews				
Entrepreneurial skills				
Innovation and creativity				
Ability to identify strengths and weaknesses of work unit / faculty/ division/ UNSW				

Criteria related to Leadership/ Administration

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill
Communicate expectations clearly				
Recognise and reward achievement				
Inspire others				
Persuade and encourage others				
Hold people accountable				
Strong commitment to staff development				
Evaluate the potential in others correctly				
Strong commitment to diversity				
Adapt to changing circumstances				
Identify and articulate long term vision for future				
Deep understanding of markets, customers and competitors				
Correctly assess the risk and return of decisions				
Global perspective				
Prepare budgets and forecasts				
Plan and manage financial resources				
Collaborate with key stakeholders, colleagues, contributors and industry bodies				
Provide mentoring support				
Chair meetings				