Victorian public service   
Capability Framework

Employee career development plan

Career plan

Developing a career plan will help you to stay on track with your career development and goals

# Step 1

Complete the Capability Self-Profile and list the capabilities you wish to develop further below

Indicate your current proficiency level for each capability and where you would like to be. After you do your self assessment, you might like to ask your manager to do a similar assessment of where they see your capabilities in your current job

◆ Self assessment

◼ Manager assessment

⚫ Target proficiency

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capabilities for development | Foundational | Applied | Accomplished | Leading |
| **People management**  Builds an organisational culture in line with public sector values; Respects the dignity and rights of others; Inspires commitment of others towards goals and vision of the organisation; Drives a positive organisational culture; Promotes and maintains the wellbeing and motivation of others; | Understands own performance goals and how they are linked to broader operational needs; Supports others to achieve goals; Demonstrates empathy and contributes to the wellbeing and motivation of team; Understands and acts in accordance to public sector values, ethics, and codes of conduct | Communicates role expectations and purpose; recognises deviation from values, performance standards and provides timely and constructive feedback; Understands individual needs to optimise employee engagement | Holds self and team accountable to public sector values and agreed performance standards; Supports achievement of outcomes by anticipating and resolving issues; Establishes and implement actions to increase level of people engagement; Creates opportunities for recognising performance | Role models ethical leadership through decision making and interactions with people; Creates an organisational culture that enables others to perform at their best and achieve outcomes the organisation; Champions people engagement as an organisational priority; Provides thought leadership on people management across the service |
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# Step 2

Identify your next career move

## Career track 1

|  |  |
| --- | --- |
| Target job | Experience / capabilities required |
| Team leader | **Leadership:** Builds a cohesive and high performing team with clarity around goals and accountabilities; Obtains needed personnel, resources and information for the team; Supports individuals and the team, delegating responsibilities appropriately; Brings together the best possible group to achieve objectives; Able to deliver results in line with defined scope, budget and timeframes; Demonstrated ability to lead, inspire and motivate a team to oversee the delivery a multiple projects simultaneously; Drive a culture of inclusion, diversity and continual improvement |
|  |  |

## Career track 2

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| --- | --- |
| Target job | Experience / capabilities required |
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|  |  |

# Step 3

Career Development Opportunities in the next 2-3 years

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| --- | --- |
| **On-the-job (70%)** | Take on acting assignments or current Team Leader |
| **Social learning (20%)** | Shadow an existing Manager with People Management experience |
| **Formal learning / training (10%)** |  |

# Step 4

Track your progress

## Immediate next steps

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| --- | --- |
| **1** | Talk to Manager about Team Leader assignments |
| **2** |  |
| **3** |  |

## Reviews

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| --- | --- | --- | --- |
| Review date | On track | Off track | Immediate next steps |
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