

# Steer your career

## Capability framework employee user guide

This quick reference guide outlines key steps to help you develop and manage your career. For further information, please contact [capability@vpsc.vic.gov.au](mailto:capability@vpsc.vic.gov.au)

### Steps to steer your career

#### Step 1

Consider yourself. What capabilities do you already have? Which of these do you enjoy the most? What are you good at? Are there any capabilities you would like to develop further?

Use the Capability Self-Profiling tool to take stock of your capabilities. Which of these do you enjoy?

#### Step 2

Register on the Jobs and Skills Exchange to find out about opportunities available to you. Review the capabilities in the Position Description for jobs of interest to see how these align with your own capabilities.

Which of your capabilities are transferrable to another role? Are there any capabilities you need to develop further?

#### Step 3

Consider joining a group on the Innovation Network to find out more about an area of work. Talk to others in your organisation or attend a networking event.

Talk to people in your current professional network to find out more about areas of work you might be interested in.

#### Step 4

To help you make a decision about your next career move, have a discussion with your manager, a colleague or family member. Tools such as a pros and cons list or a decision matrix analysis can assist you in choosing between a number of options

How have you made decisions in the past?

#### Step 5

Use the Career Development plan to map out your next steps and to hold yourself accountable. Use language from the Capability Framework to describe capabilities in your resume and cover letter to increase accurate job matching.

Showcase your capabilities using the STAR method

## STAR method

The STAR method provides you with a structured format to respond to key selection criteria and answer behavioural interview questions – questions that start with 'Tell me about a time...;' 'Give me an example of when...'

### Situation

Set the scene.  
What was the situation or context?

### Task

What did you have to do?  
What was your responsibility?

### Action

What were the steps/actions you took to address this?

### Result

What were the results or outcomes of your actions?

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### Example

Caitlin is a VPS 5 Senior Finance Advisor who is looking for the next step in her career. Caitlin has worked on a cross branch Risk Management project which she enjoyed and uncovered an interest in Risk Management. Caitlin starts by reflecting on her capabilities using the Capability Self-Profiling tool, considering which of these capabilities she enjoys using and the types of work environments she has enjoyed working in previously. She decides to have a conversation with her manager about her capabilities and asks for her manager's feedback on her profile. While both Caitlin and her manager assess her capabilities in Team Management and Mobilising and managing people as 'Applied' and as a potential area for development, Caitlin is also interested in finding out more about the capabilities required to work in Risk Management. After reviewing a few Risk Management Position Descriptions on the Jobs and Skills Exchange, Caitlin can see that her strong stakeholder management and organisation and planning skills would be relevant in this area but that she would need to develop her levels of proficiency in Knowledge Management, Future Focus and Business Acumen capabilities.

Caitlin requests a coffee catch up with a Risk Manager who she worked with on the cross branch project to find out more about the Risk Management function within the department, and joins a Risk Management Community of Practice on the Innovation Network. Caitlin decides to complete a short certificate in Risk Management and attends internal training on Business Continuity. Caitlin updates her resume, aligning her key capability areas with those required in Risk Management. After a few months, a 4 week backfill opportunity comes up within the Risk Management team and Caitlin submits an expression of interest and is successful. She really enjoys the backfill position and when the role becomes available 6 months later, Caitlin applies through the JSE and is successful in obtaining the role. She works with her manager to develop a Capability Development plan to further develop her proficiency in the capabilities required in her role.

### Resources

- [VPS Common Capabilities](#)
- [VPS Common Capabilities Self-Profiling Tool](#)
- [Jobs and Skills Exchange](#)
- [The Innovation Network](#)
- Internal department learning and development programs
- Internal department recruitment and selection guidelines

# Build your capability

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This quick reference guide outlines key steps to identify personal development needs and actions required to bridge capability gaps. You may work with your peers and/or managers throughout this process to validate results in self-assessments, planning for development, and ongoing review of your progress. For further information, please contact [capability@vpssc.vic.gov.au](mailto:capability@vpssc.vic.gov.au)

### Assess

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- Complete a capability profile for yourself using the VPS Capability Framework
- Develop a capability profile for your role using the VPS Capability Framework. Compare both profiles to identify development needs
- Consider the way you learn best to guide identification of effective development actions and/or programs

### Plan

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- Consider both individual and business needs to prioritise capabilities requiring development
- Identify and evaluate a variety of development options e.g. on-the-job-learning, coaching, job shadowing, training programs
- Consider both resource availability and your learning styles in the selection of development actions and/or programs

### Track

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- Determine success measures, method and frequency of evaluation to assess effectiveness of development actions and/or programs
- Establish relevant evaluation mechanisms to capture relevant information to inform adjustments required
- Ensure you have regular conversations with your manager to review achievement against success measures and identify support required

### Example

Alan, a Social Media Communications Specialist, has aspirations to move into a community engagement role. As a community engagement specialist, his Top 5 Capabilities are Partnering and Co-creation, Influence and Persuasion, Interpersonal Skills, Communicate with impact, and Work collaboratively. As a social media specialist, he has good interpersonal skills and can communicate with impact which is transferable to the new role. Alan however needs to develop capabilities in Influence and Persuasion, Partnership and-Co-creation. Alan is a hands on person who learns best when he gets to observe and practice. Based on this, he has completed online courses in design thinking, and started applying this in projects in his current team. In addition, he has monthly sessions with the community engagement team to understand their work and which has provided opportunities to understand case studies.

### Resources

- [VPS Common Capabilities](#)
- [VPS Common Capabilities Self-Profiling Tool](#)
- [Career Development Plan](#)
- Departmental Performance Development Plan
- Internal Department Learning and Development Programs