

Personal Attribute

Creative and innovative

Finds ways to work better and smarter

Generates options and ideas

Is open to change and alternatives

Community Sector
Workforce Capability Framework
2011 – Card 2



Personal Attribute

Determined

Researches options and sets a clear path

Deals with obstacles and impediments

Has clear goals

Community Sector
Workforce Capability Framework
2011 – Card 3



Personal Attribute

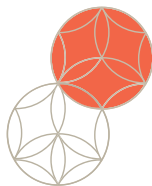
Positive

Has faith in own abilities

Is optimistic

Remains calm and focused when
faced with difficulty

Community Sector
Workforce Capability Framework
2011 – Card 4





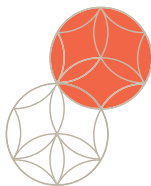
Personal Attribute

Self disciplined

Manages own time to achieve
key outcomes

Avoids distraction and diversions

Community Sector
Workforce Capability Framework
2011 – Card 5



Personal Attribute

Analytical

Reviews arguments and opinions before making judgement

Presents clear and logical arguments

Takes a systematic approach when building toward improvements

Community Sector
Workforce Capability Framework
2011 – Card 6



Personal Attribute

Flexible

Adapts to changing circumstances in the workplace

Prioritises work and addresses what is most important

Takes advantage of new and emerging opportunities

Community Sector
Workforce Capability Framework
2011 – Card 7



Personal Attribute

Resilient

Recovers from setbacks

Overcomes obstacles and impediments

Learns from experience and identifies areas for self development

Community Sector
Workforce Capability Framework
2011 – Card 8



Personal Attribute

Client/member focused

Prioritises needs of clients and members

Aims for best outcomes for clients and members

Is outcome focused

Follows through with commitments

Community Sector
Workforce Capability Framework
2011 – Card 9



Personal Attribute

Culturally aware

Respects difference in all its forms

Adapts language to aid communication

Values diversity as a strength
and positively utilises diversity

Community Sector
Workforce Capability Framework
2011 – Card 10



Personal Attribute

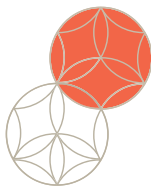
Honest

Is credible and truthful

Is reliable and trustworthy

Acknowledges and learns from mistakes

Community Sector
Workforce Capability Framework
2011 – Card 11



Personal Attribute

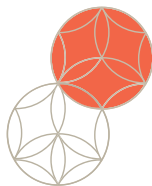
Inclusive

Recognises the rights of others

Is committed to social justice
and social inclusion

Makes equitable decisions

Community Sector
Workforce Capability Framework
2011 – Card 12



Personal Attribute

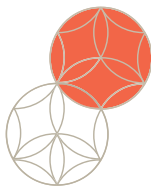
Ethical

Has integrity and principles

Is truthful

Reflects expected standards
of behaviour and/or Code of Conduct

Community Sector
Workforce Capability Framework
2011 – Card 13



Personal Attribute

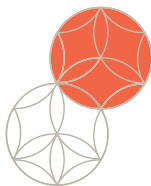
Collaborative

Works with others to achieve common goals

Engenders a spirit of teamwork

Inspires trust

Community Sector
Workforce Capability Framework
2011 – Card 14



Personal Attribute

Supportive

Encourages others to attain goals and achieve

Listens actively and inspires confidence

Demonstrates empathy when confronted with adversity

Community Sector
Workforce Capability Framework
2011 – Card 15

