



Developing Leadership Competencies

6. ACTION MANAGEMENT

Competency Descriptors by Level

Supervisor

- Co-ordinate individual contributor task activities
- Delegate tasks within working group
- Monitor activities to ensure that they are carried out in an appropriate and timely fashion
- Evaluate individual and group performance
- Identify opportunities that challenge the abilities and encourage the development of individuals

Middle Manager

- Establish targets for quality and for productivity within the unit
- Move projects forward to achieve effective and timely results
- Identify operational requirements for financial and human resources
- Assign and reallocate resources as required

Director

- Guide the sector's projects and resources to avoid obstacles and enhance efficiency
- Delegate responsibility to subordinate managers
- Manage resources to maximize output
- Provide structure and momentum for the sector's projects
- Take action by setting challenging but realistic goals for projects in the sector
- Manage workforce for current/future needs of the sector

Director General

- Perform risk analysis to assess the viability of opportunities
- Take responsibility for the outcomes of risky ventures within the directorate
- Co-ordinate activities within the directorate to assign accountability and reduce duplication
- Link the directorate's programs, services and policies to broad objectives of the organization and the public service
- Secure and mobilize resources
- Manage the workforce for current and future needs of the directorate