**Appendix 3**

**Key Capabilities Form**

**NB: Please consider carefully the information provided in the Candidate Information Booklet before completing this section.**

In the following section of the application form we are interested in finding out what you consider to be **the key strengths and achievements** which make you particularly suitable for the role of Higher Executive Officerin the context of the specific capabilities identified for the role. Therefore, please:

* Summarise your experience to date under each competency heading; and
* Describe one example that illustrates your competency under the heading, briefly describing the background / nature of the task, problem, objective, what you did and the outcome.

The information you provide will be used to help structure your interview.

The interview board may question you in detail about the information you provide, with particular reference to the actions you took and your reasoning for doing so.

**Key Capabilities Form**

|  |
| --- |
| 1. **Building Future Readiness** |

1 (a) Summarise your experience to date (**relevant to this role**) under this capability.

(Do not exceed 200 words.)

|  |
| --- |
|  |

1 (b) Describe one specific example that illustrates your capability (**relevant to this role**) under the

heading, briefly describing the background/nature of the task, problem, objective, what you did

and the outcome. (Do not exceed 200 words.)

|  |
| --- |
|  |

|  |
| --- |
| 1. **Evidence Informed Delivery** |

2 (a) Summarise your experience to date (**relevant to this role**) under this capability.

(Do not exceed 200 words.)

2 (b) Describe one specific example that illustrates your capability (**relevant to this role**) under the

heading, briefly describing the background / nature of the task, problem, objective, what you did

and the outcome. (Do not exceed 200 words.)

|  |
| --- |
|  |

|  |
| --- |
| 1. **Leading and Empowering** |

3 (a) Summarise your experience to date (**relevant to this role**) under this capability.

(Do not exceed 200 words.)

3 (b) Describe one specific example that illustrates your capability (**relevant to this role**) under the

heading, briefly describing the background/nature of the task, problem, objective, what you did

and the outcome. (Do not exceed 200 words.)

|  |
| --- |
|  |

|  |
| --- |
| 1. **Communicating and Collaborating** |

4 (a) Summarise your experience to date (**relevant to this role**) under this capability. (Do not exceed

200 words.)

4 (b) Describe one specific example that illustrates your capability (**relevant to this role**) under the

heading, briefly describing the background/nature of the task, problem, objective, what you did

and the outcome. (Do not exceed 200 words.)