

3.2 Workforce Capability Framework

A Workforce Capability Framework establishes a shared understanding for you and your employees of the capabilities critical to your business success and the development of your culture. The framework reflects the different capabilities required at different classifications/levels and importantly establishes core capabilities required of all employees.

It can cover both technical capabilities to do the job and behavioural capabilities that compliment the business values for employees at certain levels throughout the organisation (ie, what behaviours are required for all employees? What behaviours are required for team leaders? What behaviours are required for managers?

A Workforce Capability Framework provides a common language and consistency in approach to people management. It is a tool that can be used to:

- Improve workforce planning by identifying the gap between the capabilities required to achieve current and future business objectives and the current capabilities.
- The development of business learning and development strategies
- Ensure that recruitment and selection activities meet business capability requirements
- Assist in the performance management process
- Aid career management through personal career planning, and progression.

It is a living document and will be continually reviewed and updated to ensure its relevance to the ever changing business environment.

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