Management Competencies

Adaptability
- Maintains effectiveness when experiencing change
- Is optimistic and has the courage to take calculated risks
- Is tolerant of ambiguity
- Is flexible, open and receptive to new ideas and approaches

Aligning Performance for Success through Planning, Organizing and Delegation
- Focuses and guides others in accomplishing work operations and objectives
- Scopes out length and difficulty of tasks/projects and establishes an approach to achieve goals
- Creates a learning environment
- Shares responsibility and accountability by allocating decision-making authority and responsibility to appropriate others
- Measures performance against goals and evaluates results

Building Relationships/Valuing Diversity
- Seeks, develops and utilizes collaborative relationships to facilitate the accomplishment of work goals
- Appreciates and leverages the capabilities, insights and ideas of all individuals
- Has the ability to collaborate, motivate, and work effectively with all members of the organization
- Advocates and takes actions to increase diversity in the workplace

Communication
- Conveys information clearly and concisely to groups or individuals either verbally or in writing to ensure they understand the information and message
- Presents information suited to the characteristics and needs of the audience
- Listens and responds appropriately to others

Conflict Management/Problem Solving
- Identifies problems, determines possible solutions, and actively works to resolve issues by focusing on listening and understanding
- Excellent at honest analysis
- Equitably creates common agreements and settles difficult disputes

Developing Others/Coaching
- Actively assists and supports the development of individuals’ skills and abilities so they can fulfill current or future job/role responsibilities more effectively
- Assist an employee or groups of employees to strengthen their knowledge, skills and abilities to accomplish a task or solve a problem
- Provides timely guidance, feedback, and clarification of expectations

Ethics
- Adheres to an appropriate and effective set of core values and beliefs during both good and bad times
- Acts in line with the University’s core values
- Rewards, acknowledges, and applies values in the workplace

Functional Technical Skills
- Possesses required functional and technical knowledge and skills to do the job at a high level of accomplishment
- Demonstrates active interest and ability to enhance and apply new functional skills

Organizational Awareness/Strategic Thinking & Decision Making
- Gains knowledge of current and possible future University culture, systems, and pressures
- Obtains information, identifies key issues and relationships, and commits to a course of action to achieve a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values
- Recognizes and understands the agenda and perspective of others and balances the interests of one’s department with those of other departments and the University
- Knows how to get things done through the formal channels and the informal network