



Leading yourself

This applies to everyone in ACTAS

ACTAS LEADERSHIP CAPABILITIES AND BEHAVIOURS

Leading Professionally with Integrity	Leading Change	Engaging and Inspiring	Enhancing Performance and Achieving Outcomes
<ul style="list-style-type: none"> • Respecting privacy and confidentiality • Acting with integrity and professionalism • Being conscientious of your uniform, vehicle and equipment • Demonstrating moral courage • Working and collaborating with other agencies and stakeholders • Displaying the values and behaviours required of the ACTPS 	<ul style="list-style-type: none"> • Being resilient • Being positive, open and ready for change • Questioning the status quo • Contributing ideas and solutions • Suggesting and proposing change and improvements • Learning continually including from successes, mistakes and failings 	<ul style="list-style-type: none"> • Being of service to the consumer and all members of ACTAS • Being trustworthy • Being aware of your strengths and weaknesses • Demonstrating empathy • Taking a principled stand when ACTPS values are challenged • Stepping up to responsibilities • Following as well as leading when appropriate 	<ul style="list-style-type: none"> • Understanding the expectations of your role • Exercising self-control • Owning and being accountable for your performance, actions, decisions and outcomes • Seeking and accepting constructive feedback • Being flexible and adaptive in approach • Being autonomous and self-directed within the expectations of your role • Providing assurance to your supervisors



Leading your peers

This applies to everyone in ACTAS

ACTAS LEADERSHIP CAPABILITIES AND BEHAVIOURS

Leading Professionally with Integrity	Leading Change	Engaging and Inspiring	Enhancing Performance and Achieving Outcomes
<ul style="list-style-type: none"> • Having honest, constructive and respectful conversations • Displaying a positive attitude towards the organisation while working for improvements 	<ul style="list-style-type: none"> • Valuing and respecting different views and perspectives • Supporting others to make informed decisions • Supporting others through change • Supporting your peers through failure 	<ul style="list-style-type: none"> • Being a positive example and role model • Having respectful relationships in and across organisational boundaries 	<ul style="list-style-type: none"> • Supporting your peers to perform successfully • Addressing unsatisfactory performance in a timely manner • Sharing knowledge and expertise



Leading teams and functions

This applies to all ACTAS staff, but especially DOs, TDOs, CCOs, Managers, General Managers and the Chief Officer

ACTAS LEADERSHIP CAPABILITIES AND BEHAVIOURS

Leading Professionally with Integrity	Leading Change	Engaging and Inspiring	Enhancing Performance and Achieving Outcomes
<ul style="list-style-type: none"> • Leading adaptively depending on the circumstance • Building a trusting and respectful work environment • Leading in an inclusive manner • Upholding the values and behaviours required of the ACTPS 	<ul style="list-style-type: none"> • Influencing and communicating effectively • Promoting a safe environment to learn from • Being open to and supporting good ideas for change, innovation and improvement • Initiating positive change and innovation • Taking and managing calculated risks 	<ul style="list-style-type: none"> • Being fair and consistent • Being forward looking • Seeking and inviting input, participation and involvement • Listening and asking questions to build workable solutions • Mentoring and coaching people • Optimising and utilising the strengths of the team 	<ul style="list-style-type: none"> • Articulating purpose, setting direction and expectations • Planning effectively • Managing, developing and influencing performance effectively • Developing people and teams • Providing timely and constructive feedback • Removing barriers to performance • Using valid evidence and data to make informed decisions • Showing confidence in your people



Leading the Service

This applies to all ACTAS staff, but especially General Managers and the Chief Officer

ACTAS LEADERSHIP CAPABILITIES AND BEHAVIOURS

Leading Professionally with Integrity	Leading Change	Engaging and Inspiring	Enhancing Performance and Achieving Outcomes
<ul style="list-style-type: none"> • Promoting the values and behaviours required of the ACTPS • Leading, managing and working with stakeholders effectively • Being transparent about decisions, issues and performance 	<ul style="list-style-type: none"> • Driving transformation, change and improvements to better the Service • Explaining, advocating and modelling for necessary change and transformation 	<ul style="list-style-type: none"> • Building a unified purpose, shared vision and direction • Being visible to employees and stakeholders • Vocalising support for ACTAS and its people • Being accountable and responsible for decisions and actions 	<ul style="list-style-type: none"> • Being politically astute • Thinking strategically and for the longer term • Focusing on the system within which ACTAS operates • Being operationally aware • Building interoperability with other ESA agencies