

## **Moulton College - Generic Competencies**

Moulton College recognises the contribution of all members of the college community and prides itself on having an engaged and diverse workforce committed to delivering teaching, learning and commercial services of the highest quality which will provide the opportunity for each learner to achieve their optimum educational and personal development.

Each member of our workforce is expected to support fully the values of the organisation, align themselves with the culture, ethos and quality standards in which the College operates and to strive for excellence in all aspects of their roles.

The generic competencies and behaviours incumbent on all members of staff are shown below.

Competency	
Communication	The ability to communicate relevant information in a clear and precise manner. Adapts own style to the needs of the situation and audience.
Collaborative Working	Shows a commitment to collaborative working. Understands and is tolerant of differing needs and viewpoints. Achieves positive outcomes through diplomatic handling of disagreements and conflicts.
Team Working	Demonstrates the ability to work co-operatively within a group and across the College to achieve corporate goals.
Knowledge	Has the knowledge needed to perform the role and demonstrates a positive approach to developing own knowledge base. Actively shares knowledge and learning and promotes the sharing of information. Maintains knowledge of the organisation and own area and offers input as appropriate.
Decision making / problem solving	Is able to make informed, logical and well reasoned decisions. Is able to act promptly as required. Adopts an analytical approach to problem solving.
Planning & Organising	Recognises the importance of planning to achieve objectives. Plans effectively and monitors progress towards achievement of plans. Manages resources to ensure the delivery of results.
Delivering Results & Customer Service.	Is determined to succeed and remains persistent and focused throughout. Strives to meet and exceed the requirements of internal and external customers. Is committed to delivering a high quality of service.
Adaptability & Flexibility.	Maintains a high level of effectiveness during times of change by adapting behaviour and approaches to changing circumstances. Accepts additional and changing roles and responsibilities.