

CLF and Addressing the Key Attributes

Key attributes (previously called selection criteria) describe the skills, knowledge, experience and qualifications needed to undertake the role effectively. These are the factors against which applicants are assessed to determine their relative merit for the job.

Key attributes for all roles within CAA reflect the capabilities of the Public Service Commission's Capability and Leadership Framework. Based on five capabilities, the CLF describes the behaviour expected of public service staff at every level from base grade to the Chief Executive Officer. In the role description these can be found outlined in 'Are you the right person for the job'.

The five capabilities are:

CLF 1 to 7 (AO1 to AO7)	CLF 8 to 12 and CES (AO8 to SES4 and CEO)
<ul style="list-style-type: none"> • Supports strategic direction • Achieves results • Supports productive working relationships • Displays personal drive and integrity • Communicates with influence 	<ul style="list-style-type: none"> • <i>Shapes</i> strategic thinking • Achieves results • <i>Cultivates</i> productive working relationships • <i>Exemplifies</i> personal drive and integrity • Communicates with influence

Your statement of claims against the key attributes is an essential part of the short-listing process. The inclusion of CLF within key attributes should not affect the way you write your applications. When responding to the key attributes, it is important that you follow the instructions provided for applying for the role. This may mean addressing each capability specifically or perhaps providing a detailed CV. Regardless of the type of application provided, ensure that you consider what the CLF mean in relation to the responsibilities of the role and provide evidence of your suitability. Do not simply state that you meet the requirements of the capability - give examples from your current or past role(s) which demonstrate how you meet each capability.

An approach you may consider using is the STAR model:

Situation – provide a brief outline of the situation or setting

Task – outline what you did

Approach or action – outline how you did it

Result – describe the outcomes

If you have not had direct experience in the particular work setting specified, you can demonstrate your ability and/or potential by comparing it to similar or equivalent responsibilities in another role or studies you may have undertaken. You can also draw examples from non-work activities that may also demonstrate skills and knowledge relevant to the key attributes.

When preparing your application, it is recommended that you:

- download and carefully read the Role Description, focusing on the key responsibilities and capabilities for the role;
- conduct some initial research on CAA or client agency by browsing the website and reading key resources such as the Business Plan;
- take the opportunity to speak with the Contact Officer to seek clarification or additional information on CAA or client agency and/or the role;

- decide whether CAA or client agency is the type of place you would like to work and whether you possess the skills, experience, knowledge and abilities required; and
- be aware of the closing date and how to lodge your application- there may be instructions on what information is to be submitted.

For further information about the CLF and descriptions of the capabilities required, you can use the links below to access individual profiles for each of the CLF levels.

CLF 1 (A01, O01, T01)	CLF 2 (A02, O02-3, T01, P01)	CLF 3 (A03, O04-5, T02)
CLF 4 (A04, O06, T03, P02)	CLF 5 (A05, O07, T04, P03)	CLF 6 (A06, T05, P04)
CLF 7 (A07, P05, T06)	CLF 8 (A08, P06)	CLF 9 (S02-S01)
CLF 10 (SES 2)	CLF 11 (SES 3)	CLF 12 (SES 4)
CES		

For further resources please go to www.psc.qld.gov.au.

CLF Frequently Asked Questions

What is the CLF?

The CLF is a capability framework that can be used as a tool to assist CAA to develop the capability and leadership of people at all levels. The CLF describes the behaviour expected of public service staff at every level from entry level to Chief Executive Officer.

Why do we use the CLF?

To provide a common language to help everyone understand the behaviours needed to do their job. To provide a platform for both sector wide and individual agency workforce planning and human resources practices.

Why doesn't the CLF discuss the technical requirement of my job?

Technical expertise and knowledge are fundamental requirements of every job. The Achieves Results capability recognises this expertise. Some role descriptions may include a sixth 'capability' called 'Technical' that further defines the technical requirements of a position.

Is an employee expected to show all of the behaviours for a level upon entry?

No. The behavioural descriptors in each level define the capabilities required for optimum performance at that level. It is expected that new entrants would be *working toward, acquiring and/or developing* these capabilities.

How will the CLF link to human resources practices?

The CLF underpins the four key areas of HR, Recruitment & Selection, Performance Development, Career Planning and Learning & Development. The CLF will provide a common language to link and support all of these areas