

INTERNSHIP CORE COMPETENCIES PROFILE

Aboriginal Public Administration Program (APAP)

INTERN PROFICIENCY REQUIREMENTS

27 CORE COMPETENCIES

Communication Cluster

	COMPETENCY DESCRIPTION	ENTRY SKILL LEVEL				GRADUATE SKILL LEVEL			
		I	II	III	IV	I	II	III	IV
Communicates Interpersonally	Listens effectively and expresses ideas, both verbally and non-verbally, to achieve understanding								
Communicates in Writing	Expresses ideas in writing in a clear, concise and organized manner for a variety of audiences.								
Presents Informally / Formally	Presents prepared information in a clear and organized manner to a variety of audiences using appropriate delivery tools.								

Interpersonal Cluster

Provides Customer Service	Works to create customer-focused service and solutions.								
Resolves Conflict	Brings conflict and dissent into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships.								
Respects Others / Builds Trust	Interacts sensitively, respectfully and in a non-judgemental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions.								
Team Player	Facilitates team effectiveness by participating actively and in ways that respect the needs and contributions of others.								

Leadership Cluster

Coaches for Competency	Facilitates the ongoing development of individual and organizational knowledge, skills and abilities / attributes.								
Creates and Innovates	Cultivates new approaches to accomplish goals and solve problems								
Demonstrates Political Acumen	Uses knowledge of situations, systems, and cultures inside and outside an organization to identify potential impacts and to influence decisions.								
Fosters Collaboration and Partnerships	Provides an integrated service and works together with individuals, communities and / or organizations to enhance service.								
Fosters Vision, Mandate and Values	Models and promotes high personal and professional standards that support the organization's vision, mission and values. Shares goals, objectives and ideas to encourage others to work towards the vision.								
Leads People	Sets an example and a direction for others by acting as a role model. Inspires a positive attitude toward work and motivates others toward vision and goal achievement.								
Values Diversity	Understands, supports and promotes the worth of individual and group differences for the benefit of individual employees, the organization and the community as a whole.								

Managing For Results Cluster

Achieves Quality Results	Pursues excellence while achieving results within defined parameters.								
Builds Strategic Performance	Contributes to the organization's strategic performance by developing individual and / or group goals and aligning these goals with organizational objectives. Monitors, manages, and evaluates performance to achieve desired results.								
Demonstrates Business Acumen	Demonstrates an understanding of industry trends, business concepts, economic development, as well as the possibilities and constraints of the environment in which service is provided. Takes advantage of opportunities that enhance the value of the product or service.								

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		I	II	III	IV	I	II	III	IV
Demonstrates Financial Responsibility	Demonstrates an understanding of financial management policies, principles, processes and the impact of decisions in a public sector environment. Uses budgeted resources responsibly to contribute to organizational goals.								
Facilitates Meetings	Uses appropriate interpersonal styles and methods to participate in or to guide others toward a meeting's objectives.								
Manages Change	Demonstrates flexibility and effectiveness with changing environments, tasks, responsibilities and people.								
Plans, Organizes and Follows-Up	Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish a specific goal.								

Self Management Cluster

Commits to Life Long Learning	Continuously acquires and applies knowledge, skills and abilities / attributes to enhance performance, growth and employability.								
Displays Initiative	Is a self starter; seeks out and / or willingly accepts new challenges, responsibilities and assignments.								
Manages Stress	Maintains stable and effective performance under pressure or demanding challenges.								

Thinking Cluster

Analyzes	Observes, identifies, organizes and interprets information to understand the work environment, situations, concerns and opportunities.								
Makes Decisions	Commits to a timely course of action using sound judgement and taking into consideration organizational goals, values, resources and constraints.								
Solves Problems	Breaks down a problem, situation or process into its component parts, understands the nature of those parts and their relation to one another. Generates timely and well-developed solutions by examining alternatives, risks and consequences.								