

This tool has been designed to help policy practitioners assess their policy skills profile. It can be used in your current role or to support conversations with your manager (or others) about your development and training needs, and your policy career progression. It can also be used when applying for other policy roles.

The Policy Skills Framework describes the **Knowledge, Applied Skills, Practices, and Behaviours** that policy practitioners require to be able to produce quality advice. Each element of the Framework is described at three levels: **Developing, Practising, Leading** (which loosely equate to analyst, senior analyst, and principal analyst). This tool helps you assess yourself against the Framework.

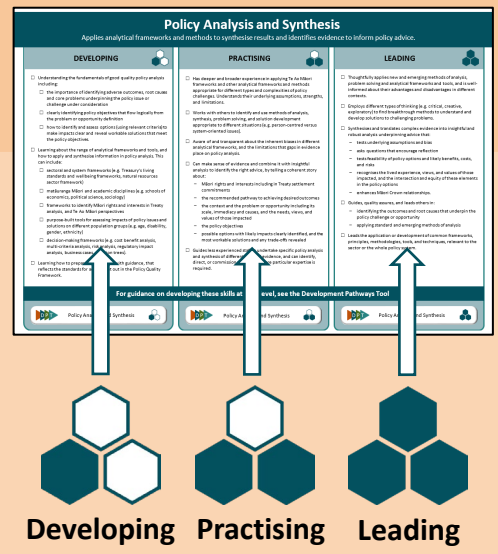
Use the templates on the next page to assess your current capabilities against the Policy Skills Framework and to think about how you want to progress as a policy professional.

### Questions to ask when mapping your skills

- What sorts of policy roles do I want now and in the future?
- What does that tell me about the knowledge, applied skills, practices, and behaviours I require?
- Where do my current knowledge, applied skills, practices, and behaviours lie?
- What's the gap between where I am now and where I want to be in one, three, five years?
- What experiences across the Public Service – or outside of it – would make me a better policy advisor?

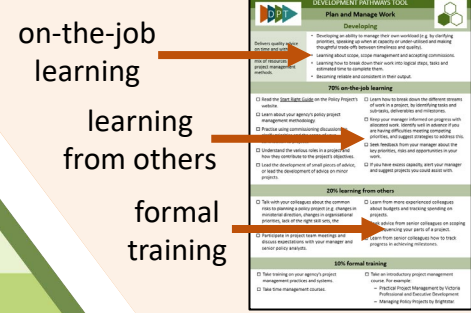
This A3 can be used electronically or printed out and filled in by hand. It should be completed in conjunction with the Policy Skills Framework.

1. Use the detailed descriptors in the Policy Skills Framework to assess the current levels of your policy knowledge, skills, practices, and behaviours – and decide which you want to develop to a higher level. Each element of the Framework is expressed at three levels:

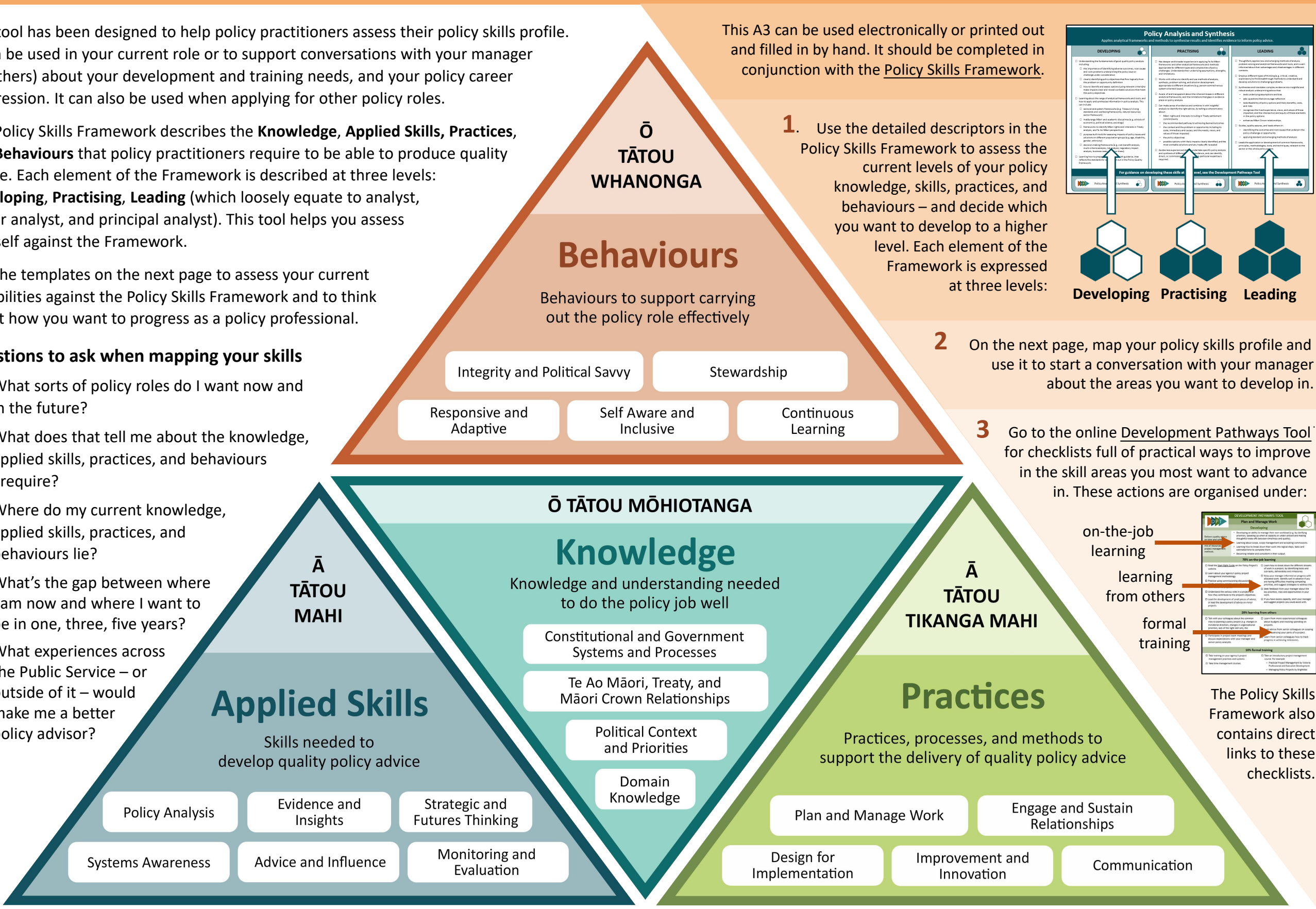


2. On the next page, map your policy skills profile and use it to start a conversation with your manager about the areas you want to develop in.

3. Go to the online Development Pathways Tool for checklists full of practical ways to improve in the skill areas you most want to advance in. These actions are organised under:



The Policy Skills Framework also contains direct links to these checklists.



# Worksheet – Map your policy skills profile

Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Use the detailed descriptors in the Policy Skills Framework as a guide to rate yourself as Developing, Practising, or Leading for each Knowledge, Applied skill, Practice, and Behaviour element. Consider which elements are most important to your current role and future roles you aspire to.

|                |  | Developing<br> | Practising<br> | Leading<br> | Notes (e.g. areas I want to develop, training I might need) |
|----------------|--|---|---|--|---|
| KNOWLEDGE      | Constitutional Government Systems and Processes    |   |   |  |   |
|                | Te Ao Māori, Treaty, and Māori Crown Relationships |   |   |  |   |
|                | Political Context and Priorities                   |   |   |  |   |
|                | Domain Knowledge                                   |   |   |  |   |
| BEHAVIOURS     | Integrity and Political Savvy                      |   |   |  |   |
|                | Stewardship  |   |   |  |   |
|                | Responsive and Adaptive                            |   |   |  |   |
|                | Self Aware and Inclusive                           |   |   |  |   |
|                | Continuous Learning                                |   |   |  |   |
| APPLIED SKILLS | Policy Analysis                                    |   |   |  |   |
|                | Evidence and Insights                              |   |   |  |   |
|                | Strategic and Futures Thinking                     |   |   |  |   |
|                | Systems Awareness                                  |   |   |  |   |
|                | Advice and Influence                               |   |   |  |   |
|                | Monitoring and Evaluation                          |   |   |  |   |
| PRACTICES      | Plan and Manage Work                               |   |   |  |   |
|                | Engage and Sustain Relationships                   |   |   |  |   |
|                | Design for Implementation                          |   |   |  |   |
|                | Improvement and Innovation                         |   |   |  |   |
|                | Communication                                      |   |   |  |   |

## Insights about skills profile

## Priorities for development

## Agreed next steps