

The **AGD Performance Expectations** outline the capability needs of AGD employees to enable the department to achieve its outcomes in an increasingly complex and changing environment. The Performance Expectations guide consistent performance across AGD at each classification. The AGD Performance Expectations do not replace, but are aligned to the APS Work Level Standards (WLS) and Integrated Leadership System (ILS).

 Creates Solutions	 Demonstrates Agility	 Communicates Effectively	 Leads with Commitment	 Collaborates with Purpose	 Accountable for Quality Outcomes
<ul style="list-style-type: none"> • Knows where to find information required to complete tasks. • Demonstrates sound judgement, escalating issues appropriately. • Recognises how tasks contribute to the achievement of team goals. • Informs supervisor when work processes could be simplified, sharing ideas about how this could be achieved. • Finds workable solutions to problems, seeking advice from supervisor on the best course of action. 	<ul style="list-style-type: none"> • Adjusts behaviour to suit new goals when team priorities change. • <i>Accepts challenges</i>, applying skills flexibly to meet a range of demands. • <i>Works productively to achieve goals</i>, even in difficult circumstances. • Supports colleagues by remaining <i>focused and constructive</i> during periods of uncertainty. • Asks for assistance when needed. 	<ul style="list-style-type: none"> • Follows direction and brings information to the attention of the most appropriate people. • Influences appropriately using facts, knowledge and experience. • Produces <i>well-structured</i> documents that are clear and easy to read. • Speaks clearly, <i>focusing on the key points</i> and using language appropriate for the audience. • Listens carefully to others, checking understanding of others' comments. 	<ul style="list-style-type: none"> • Understands and acknowledges own expertise and its limits, seeking advice and assistance where required. • Understands and acts on constructive feedback, <i>seeking opportunities for personal development</i> and addressing shortfalls appropriately. • Takes responsibility for seeing own work tasks through to completion. • Consults with supervisor to identify personal development or career goals. • Upholds the APS Values, Code of Conduct and Employment Principles. 	<ul style="list-style-type: none"> • Collaborates with other work areas as required. • Builds relationships with team and <i>other peers</i> to work as a supportive and co-operative colleague. • Assists other team members when needed. • Seeks input and keeps supervisor informed about work progress. • Recognises different working styles and adjusts personal style, actions and approach to suit the environment. 	<ul style="list-style-type: none"> • Manages own time effectively to accomplish tasks, <i>monitoring task completion against milestones</i>. • Adheres to relevant quality standards in completion of work. • Identifies barriers to completion of own work, and raises issues with supervisor as soon as they arise. • Consults with supervisor to agree on priorities.