
Planning and Organizing

Definition

Must be able to plan and organize the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.

Key Words: Schedule Work; Organizing; Allocate Resources; Achieves Results; Develop Plans.

Behavioral Indicators:

1. Develops annual plans for the work unit.
 2. Analyses goals and schedules component tasks accordingly.
 3. Organizes and prioritizes tasks so they can be performed within the budget and to achieve the most efficient use of time.
 4. Sequences activities and develop schedules.
 5. Identifies and allocates resources.
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PROFICIENCY LEVELS: Planning and Organizing

LEVEL I

- Sets short-term and longer-term business plans and goals and cascades it to the work-team and individual performance objectives.
- Achieves goals established, but "over-runs" time allocated or exceeds budget.
- Translates objectives into specific plans.
- Prepares clear plans and a strategic focus before starting to work on projects or implement initiatives.
- Measures progress and monitors performance and results.
- Achieves goals in a timely manner, despite obstacles encountered, by organizing, re-prioritizing and re-planning.

LEVEL II

- Translates objectives into specific plans.
- Sets goals and objectives relevant to the function and focuses on the customer's needs.
- Attends to and manages multiple tasks and details by focusing on key priorities and delegation to others.
- Identifies and allocates resources.
- Develops contingency plans for potential problems.
- Co-ordinates work efforts when necessary to produce deliverables.

LEVEL III

- Taps into the resources of other work-units and departments, employing methods such as cross-functional teams to achieve results.
 - Utilizes all departmental tools and "best practices" to enhance effectiveness and efficiency.
 - Attends to and manages multiple tasks and projects by focusing on key priorities and delegating to others.
 - Assist others to plan and organize their work.
 - Identifies and acts on opportunities to partner with other units in the Department to achieve desired results.
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