

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Understands and demonstrates professionalism and integrity in all career aspects.				
Gen 01	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	A	Understands the structure, organisation, and constitution of the institution.				
B	A	Appreciates the current issues of the day in relation to the institution.				
C	A	Demonstrates an interest in general and industry related current affairs.				
D	E	Understands and abides by ICES by-laws and rules of membership.				
E	K	The ability to give advice when required on professional practice.				
F	K	Understands and demonstrates integrity in personal and professional matters.				
G	E	Ability to keep confidences.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Analytical Thinking and Decision Making Systematic and timely approach to decision making and problem solving. Critical analysis of information to identify key elements in an issue.				
Gen O2	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	E	Ability to grasp and interpret concepts and issues.				
B	E	Uses experience to make discriminatory decisions.				
C	K	Suggests alternative solutions.				
D	E	Understands time and cost implications of decisions.				
E	E	Orders information and systematically checks data.				
F	K	Evaluates all available data together with its impact.				
G	E	Understands the critical issues and prioritises the issues.				
H	K	Assesses constraints, obstacles, and drivers.				
I	E	Consults with others as necessary.				
J	E	Separates factual data from opinion.				
K	K	Takes difficult decisions as necessary.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Communication The ability to communicate effectively both verbally and in writing. The demonstration of effective listening and questioning to check understanding. The ability to persuade and influence others to gain agreement to and acceptance of ideas.				
Gen 03	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Selects appropriate methods demonstrating clarity and conciseness of communication				
B	E	Demonstrates sound listening techniques				
C	E	Listens actively, checking understanding and then recalling information with accuracy				
D	K	Manages conversation, encouraging two way communication				
E	K	Presents both detail and concept in articulate manner in well chosen language				
F	E	Able to construct and present reports				
G	K	Backs up viewpoints and argument with evidence				
H	E	Displays confidence in communicating with others				
I	K	Facilitates development of understanding in others				
J	K	Interprets and makes use of other people's ideas and suggestions				
K	K	Communicates upwards with confidence				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Dealing with change Positive approach to the challenges of change for self, team and the business. Sees change as an opportunity. Manages self and helps others to become receptive and responsive to change.				
Gen O4	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	E	Positive attitude to change and sees potential of new ideas and situations.				
B	K	Readiness to accept new methods and identifies problems quickly and accurately.				
C	E	Once change has occurred will adapt and accommodate it quickly.				
D	K	Seeks to manage change and bring about business improvement.				
E	K	Takes practical approach and assesses impact of change on self and others, aware some may be disadvantaged by it.				
F	K	Willing to take decisions when changes in direction are shown to be necessary.				
G	K	Discusses what change may mean with members of team.				
H	K	Regards change as an opportunity and seeks to improve business and working practices as a result.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Teamwork The willingness and capacity to work well within a team environment. The ability to get the best out of others, whilst participating fully.				
Gen 05	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Regular co-operation and communication with team members.				
B	K	Ability to relate to others, releases tension and conflict.				
C	K	Adapts style to suit.				
D	E	Works towards team goals.				
E	K	Builds mutual respect between individuals of differing perspectives.				
F	K	Seeks and provides useful constructive feedback.				
G	K	Encourages inter-team collaboration.				
H	K	Provides sufficient notice and information to meeting attendees.				
I	K	Ensures meeting attendees agree meeting objective at commencement.				
J	E	Able to allocate discussion time to suit topic complexity, urgency and importance.				
k	K	Ensures that meetings meet their objectives within allocated time.				
L	K	Ensures that decisions are taken within limits of authority.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		<p>Leadership The capacity to inspire and motivate others through skilful use of appropriate leadership style to suit team and situation. The earning of respect through merit and the ability to act as a role model.</p>				
Gen 06	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	The capacity to assume positions of influence.				
B	K	Understanding of how to set goals and working methods.				
C	K	Ability to provide positive and negative feedback.				
D	K	Ability to cope with criticism.				
E	K	Ability to communicate with team.				
F	K	Capacity to agree objectives and motivate team members.				
G	E	Demonstrate appropriate behaviour at all times.				
H	K	Know the importance of clarity of thought, direction, and communication of vision.				
I	K	Participates with sensitivity in teamwork.				
J	K	The ability to effectively chair meetings.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Managing Resources The identification allocation and monitoring of resources in order to achieve goals. Prioritising and scheduling objectives so as to optimise time, cost and quality.				
Gen 07	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Appreciates the time, cost and quality implications of their work, and the work of the team.				
B	K	Works effectively within time and budget constraints.				
C	K	Plans ahead, and schedules activities in order to ensure resources are available to meet objectives. Sets goals to achieve plan.				
D	K	Monitors and controls critical elements of the process.				
E	K	Liaises with all parties to ensure task/project remains on plan.				
F	K	Identifies and communicates potential threats to budget and programme.				
G	K	Ensures standards are attainable.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical member		Negotiation The skills and ability to gain other's agreement to an acceptance of ideas or proposed actions.				
Gen 08	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Prepared and able to listen to other's viewpoint but stand by their own when required.				
B	K	Articulates the facts with clarity, presenting their case logically and persuasively.				
C	K	Displays confidence when presenting a case.				
D	E	Displays sensitivity to what people say and how they react.				
E	K	Able to get to the core issues quickly.				
F	K	Spots the point at which to make a trade-off.				
G	K	Can see the big picture.				
H	K	Is aware of political issues, and seeks win-win situations.				
I	K	Addresses possible concerns and objections and responds to them.				
J	E	Ensures that they are in full possession of all information needed to make their case.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		<p>People Development The ability to encourage others to develop new skills and enhance existing skills, through the use of listening, understanding, coaching and feedback.</p>				
Gen 09	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Understands the importance of the learning process.				
B	K	Identifies and targets the need of individuals and self.				
C	K	Seeks and gives advice on training and development.				
D	K	Gives feedback on strengths and weaknesses - connecting plans for development of individuals.				
E	K	Recognises career aspirations and helps to produce realistic plans to achieve them.				
F	K	Takes time to talk through work problems with people - offering practical guidance.				
G	K	Targets work that can develop individuals - coaching them through.				
H	K	Motivates according to person's own make-up.				
I	K	Sound grasp of the principles of learning and development.				
J	B	Maintains a Continuing Professional Development (CPD) log.				
K	B	Maintains a Personal Development Plan (PDP).				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Achieving Results Demonstrates high levels of drive and commitment. Effective goal setting for self and others. Endeavours to raise standards. Persistent and tenacious when faced with difficulties.				
Gen10	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	E	Works appropriately within guidelines to produce results.				
B	K	Sets challenging goals for self and others to achieve.				
C	E	Schedules and prioritises work to maintain momentum towards achieving goals				
D	K	Understands everyday priorities.				
E	K	Anticipates problems and has courage to address them.				
F	K	Identifies and pursues opportunities.				
G	E	Displays confidence in own skills and abilities.				
H	K	Can work independently with minimum supervision to achieve agreed goals.				
I	K	Sees the task/project through to a successful conclusion, learning from the process.				
J	K	Consistent delivery of quality performance.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Business and customer awareness Works to understand customer and business needs and expectations and works to establish long term relationships. Demonstrates "global" thinking as well as local acting.				
Gen 11	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Understands the link between own role and organisational aims and objectives.				
B	K	Identifies with the customer needs and recognises opportunities and threats.				
C	E	Understands cost implications of operations and the knock-on effect on business.				
D	K	Works well within management and information systems.				
E	K	Ability to prioritise business opportunities.				
F	K	Willing to take initiative to respond to market/customer requirements.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Improvement and innovation Continually strives to improve performance of self and others and uses innovative methods to get there.				
Gen 12	Optimum Standard	Activity Details	A	K	E	B
A	E	Natural and constant desire to improve performance of self, team and business.				
B	K	Makes creative and innovative proposals.				
C	K	Adapts other's approaches where necessary.				
D	E	Makes connection between creative ideas and innovative outcomes.				
E	K	Encourages innovation in others.				
F	K	Helps others understand need for improvement and innovation.				
G	K	Looks to a wide range of locations and people for additional information on work practice improvement.				
H	K	Understands a wide range of improvement techniques.				
I	K	Proactive approach to business.				
		Supervisor's signature	Date			

TECHNICAL MEMBER GENERAL COMPETENCIES

Technical Member		Health, safety and welfare Knowledge, understanding and appropriate usage of systems of health, safety and welfare.				
Gen 13	Optimum Standard	Activity Details	A	K	E	B
A	K	Health, Safety and Welfare (HS&W) legislation.				
B	K	Construction HS&W in the workplace.				
C	K	Roles and duties within Construction Design & Management (CDM).				
D	E	Safety policies and compliance procedures. Health and safety plans.				
E	E	Proactive approach to safety.				
F	K	Preparation and interpretation of method statements.				
G	E	Person protection equipment.				
H	K	Scaffolding, edge protection and falls from height.				
I	K	Hazard identification, Risk assessments and reductive measures, toolbox talks, stopshift audits and COSH, inductions.				
J	K	Fire prevention and control.				
		Supervisor's signature				
		Date				