



# GENERAL COMPETENCIES

## May 2022 Revision

Revisions 2022: the following updates have been made to the General Competencies

Activity GEN01D removed

Activity GEN11E removed

Two additional competencies added:

- Equity, Diversity and Inclusion – GEN02

- Sustainability – GEN03

Remaining competencies renumbered:

- Analytical thinking - GEN04

- Communication - GEN05

- Teamwork - GEN06

- Leadership - GEN07

- Managing Resources - GEN08

- Negotiation - GEN09

- People Development - GEN10

- Achieving Results - GEN11

- Business and Customer Awareness - GEN12

- Health, Safety and Environmental Management - GEN13

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN01	Competency		The civil engineering industry, Chartered ICES, and the professional surveyor					
			Demonstration of awareness and understanding of the Institution, its role and the role of the professional surveyor in the civil engineering industry. Current affairs and issues affecting the industry.					
	Optimum		Activity Detail		Date of Assessment			
	Technical	Member			A	K	E	B
A	K	K	Demonstration of understanding of the Institution, its role and the role of the professional surveyor in the civil engineering industry. Current affairs and issues affecting the profession and the industry.					
B	K	K	Understand the role of the surveyor in the civil engineering industry and the importance of professionalism, ethical behaviour, security mindedness and codes of conduct.					
C	K	K	Demonstrate a knowledge of the industry in general, related current affairs, and their impact on the civil engineering market.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN02		Competency	Equity, Diversity & Inclusion					
						Date of assessment		
		Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER						
A	E	B	Actively support and promote an inclusive culture by personal actions and challenge those who act in an unacceptable manner, contrary to the CICES Equity, Diversity and Inclusion Policy.					
B	B	B	Adherence to EDI rules, codes, legislation, or regulatory requirements appropriate in your geographical area. Be able to provide details of and guidance about what the protected characteristics are and that it is unlawful to discriminate against them.					
C	K	E	Identify if words, actions and situations have the potential to adversely affect others and take appropriate steps to address the situation. Awareness of the various differences, including visible and non-visible.					
D	B	B	Actively provide accessible communication that is inclusive and supportive of all recipients. Promote use of all available styles and language in written, verbal and non-verbal communication.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN03		Competency	<b>Sustainability</b>					
			Demonstrate an understanding of the importance of sustainability in the context of the civil engineering industry, and common industry/company procedures and processes used for the implementation of legislation, guidelines and standard practice.					
			<b>Date of assessment</b>					
		Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER						
A	K	K	Sustainability policy, regulation and legislation impacting the civil engineering industry.					
B	A	E	Principles and key issues of sustainability within the civil engineering context.					
C	A	K	Understanding standard sustainability management and assessment tools.					
D	A	E	Sustainable options, innovations and solutions in civil engineering construction and maintenance, including the efficient use of resource and their likely impact on climate change and global warming.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN04	Competency		<b>Analytical thinking and decision making</b>				
			Systematic and timely approach to decision making, problem solving and change management. Critical analysis of information to identify key elements in an issue.				
	Optimum		Activity Detail	Date of Assessment			
Technical	Member	A		K	E	B	
A	E	E	Systematically gather and securely store data, information, opinion and feedback, to check its validity, evaluate it and order it to enable conclusions to be drawn.				
B	E	E	Grasp and interpret concepts and issues and their potential impact through the analysis and interpretation of data, information and opinion.				
C	K	E	Raise the awareness of risk, assess constraints obstacles and drivers and suggest alternative solutions.				
D	E	E	Understanding of time and cost implications of decisions and the ability to prioritise and identify critical issues.				
E	K	E	Draw on experience to make discriminatory decisions and to take difficult decisions as necessary.				

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN05	Competency		Communication  Communicate effectively both verbally and in writing. The demonstration of effective listening and questioning to check understanding. Persuade and influence others to gain agreement to and acceptance of ideas.	Date of Assessment				
	Optimum			Activity Detail	A	K	E	B
	Technical	Member						
A	K	E	Selection of appropriate methods, demonstrating clarity and conciseness of communication, and facilitating the development of understanding in others.					
B	E	E	Demonstration of sound listening and note taking techniques and the ability to recall and retrieve information with accuracy.					
C	K	E	Presentation of both concept and detail in an articulate manner in well-chosen language in both oral and written form, backing up viewpoint with evidence, sound arguments and feeding the outcomes back.					
D	K	E	Experience of constructing and presenting documents and reports in an appropriate and secure manner.					
E	K	E	Participate in meetings with confidence. Manage conversations and debates to encourage two-way communication and actions including their communication.					
F	K	E	Interpretation and making use of other people's ideas and suggestions with their support.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN06	Competency		Teamwork  The capacity to work well within a team environment and get the best out of others and out of the team.	Date of Assessment				
	Optimum			Activity Detail	A	K	E	B
	Technical	Member						
A	E	E	Communicate with and relate to others constructively by building relationships based upon mutual respect across differing disciplines and perspectives.					
B	E	E	Adapt one's style and perspective to work within and meet the needs of the team in order to achieve its agreed work plans, objectives and targets.					
C	K	E	Seeking and providing useful constructive feedback from/to other members of the team in order to deal with changes or threats, thereby maintaining team spirit, professional standards and securing effective and even enhanced performance.					
D	K	K	Briefing and encouragement of inter-team collaboration.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN07	Competency		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.				
	Optimum		Activity Detail	Date of Assessment			
Technical	Member	A		K	E	B	
A	K	E	The capacity to assume positions of influence and to bring clarity of thought, direction and communication to motivate the team in delivering the required outcomes.				
B	E	E	Accept and understand feedback and turn into positive outcomes and behaviours.				
C	E	E	Demonstration of appropriate behaviour at all times.				
D	K	E	Understand sensitivity in teamwork, providing positive and negative feedback as required.				

Name of Supervisor	Name of Applicant
Supervisor's signature	Date





General Competencies

GEN08	Competency		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.	Activity Detail			Date of Assessment	
	Technical	Member		A	K	E	B	
A	E	E	Dealing with the time, cost and quality implications of their work and the work of the team, and ability to work effectively within time and budget constraints.					
B	E	E	Plan ahead, schedule and prioritise activities in order to ensure resources are available to meet objectives. Setting of goals to achieve plan and meet quality standards.					
C	E	E	Preparing, monitoring, agreeing and controlling critical elements of the process and liaising with all parties to ensure task/project remains on plan.					
D	K	E	Identifying and communicating potential threats and variations to budget and programme.					
E	K	E	Ensuring standards are attainable and promote quality throughout organisational processes.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN09	Competency		Negotiation  Demonstrating the skills and ability to gain other's agreement to an acceptance of ideas or proposed actions.	Date of Assessment				
	Optimum			Activity Detail	A	K	E	B
	Technical	Member						
A	E	E	Listens sensitively to other's viewpoint, addressing possible concerns and objections but standing their own ground when required.					
B	K	E	Gets to the core issues quickly and spotting the point at which to make a trade off.					
C	A	K	Understanding of ethical and political issues, able to see the big picture and to seek win-win situations.					
D	E	B	Ensuring that they are in full possession of all information needed to make their case, articulating the facts with clarity, presenting their case logically, persuasively and with confidence.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN10	Competency		People Development					
			Enhance existing skills, develop new skills and expertise oneself. Encourage others to do likewise through the use of listening, understanding, coaching and feedback.	Activity Detail			Date of Assessment	
	Technical	Member		A	K	E	B	
A	K	K	Understanding of the sound grasp of the principles of learning and development and understanding the importance of the learning process for oneself and others.					
B	E	B	Identifying and targeting the need of self and others; (and) developing improvement strategies through coaching, education and varying nature of work; recording this in a Personal Development Plan. Maintenance of own CPD Record and Personal Development Plan for presentation/review by the Institution as required by current CICES policy.					
C	E	B	Seeking and giving advice on training and development through review of the CPD Record and feedback on strengths and weaknesses.					
D	K	E	Recognising career aspirations and helping to produce realistic plans to motivate the individual to improve and achieve their potential.					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN11	Competency		Achieving Results	Date of Assessment			
	Optimum		Activity Detail	A	K	E	B
	Technical	Member					
A	E	B	Working appropriately within guidelines, setting challenging goals for self and others to achieve in order to deliver results.				
B	E	B	Set up appropriate, secure management systems to deal with everyday priorities and scheduling work to maintain momentum towards achieving targets and goals.				
C	E	E	Anticipating problems and changes to plan and having the courage to tackle them through employing both tried and tested and innovative thinking where applicable.				
D	E	E	Working independently with minimum supervision to achieve agreed goals, consistently delivering quality performance and learning from the process. Use of KPIs to measure progress of personal or team performance where appropriate.				

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN 12	Competency		Business and Customer Awareness				
			Working to understand customer and business needs and expectations and working to establish long term relationships. Demonstrating 'global' or 'big picture' thinking.				
	Optimum		Activity Detail	Date of Assessment			
Technical	Member	A		K	E	B	
A	K	K	Understanding the link between own role, the business and the customer's aims and objectives.				
B	K	E	Identifying with business/customer needs, recognising risk, opportunities and threats and responding positively to changing requirements.				
C	E	E	Understanding of the implications of civil engineering operations and the potential impact on the business/customer's business and/or reputation.				
D	E	B	Operating in accordance with legal, business and/or customer's management, security, data protection and information systems.				
E	K	K	Understand the need to prioritise business opportunities, proactively responding to change and seeking opportunities to employ innovative thinking by self and others to drive process and performance improvement.				

Name of Supervisor	Name of Applicant
Supervisor's signature	Date



General Competencies

GEN 13	Competency		Health, Safety and the Environment					
			Demonstrate an understanding of the importance of these issues in the context of the civil engineering industry, and common industry/company procedures and processes used for the implementation of legislation, guidelines and standard practice.					
	Optimum		Activity Detail	Date of Assessment				
Technical	Member	A		K	E	B		
A	K	K	Health, safety and environmental legislation.					
B	E	E*	Interpretation of construction health, safety and welfare and environmental protection processes and procedures in the workplace, including hazard identification and risk mitigation.					
C	E	E*	Proactive approach to health, safety and welfare in the workplace.					
D	K	E*	Interpretation or implementation of method statements relating to personal and general site operations, including safe systems of work, pollution prevention and control and protection of the environment.					
			*K for academic route applicants					

Name of Supervisor	Name of Applicant
Supervisor's signature	Date