



HM Government

# Success Profiles

## Civil Service Strengths Dictionary



# What are Success Profiles?



The Success Profile Framework is being introduced to attract and retain people of talent and experience from a range of sectors and all walks of life, in line with the commitment in the Civil Service Workforce Plan.

The Success Profile Framework moves recruitment away from using a purely competency based system of assessment. It introduces a more flexible framework which assesses candidates against a range of elements using a variety of selection methods. This will give the best possible chance of finding the right person for the job, driving up performance and improving diversity and inclusivity.

The elements that can be assessed to find the best candidate for the role are:

- **Behaviours** - the actions and activities that people do which result in effective performance in a job.
- **Strengths** - the things we do regularly, do well and that motivate us.
- **Ability** - the aptitude or potential to perform to the required standard.
- **Experience** - the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.
- **Technical** - the demonstration of specific professional skills, knowledge or qualifications.

Not all elements are relevant to every role, so the makeup of the Success Profile should be different for different types of job to improve the chances of getting the best person for the role.

## Civil Service Strengths

Strengths are the things that we do regularly, do well and that motivate us.

The Civil Service Strengths Dictionary is a set of defined strengths that are relevant to the culture and type of work that we do. Civil Service Strengths are not defined by grade.

# Why we assess strengths



When looking at your strengths, we want to find out whether you and the organisation or job role are a good fit.

We will look at what you enjoy doing and what you do well and often.

By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.

## How we assess strengths

There are three elements which determine whether something is a strength:

- **Performance:** you can perform an activity/behaviour to a high level of capability or proficiency.
- **Engagement:** you feel motivated, enthused and empowered when doing the activity.
- **Use:** you do the activity regularly and as often as possible.

Strengths can be assessed in a number of ways, such as:

- Interviews
- Recorded video interviews
- Bespoke situational strengths test
- Simulation assessment
- Personality test.

If attending an interview, you may be asked questions to understand whether you have strengths relevant to the job role. It is important to remember that there are no right or wrong answers to these questions. Do not rehearse your answers because we are looking for your initial response. The qualities required for the role will be described in the job description. The best way to prepare is to reflect on what you feel your personal strengths are and your preferred ways of working.

Your strengths may be assessed alongside other elements of the Success Profile to get a more rounded picture of your suitability for the role. The job description will outline the elements required for the role and the selection method(s) that will be used.

The Civil Service is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. If you require any reasonable adjustments to our recruitment process please let the recruiting manager know. Examples of adjustments include providing documents in large print or braille, allowing more time for a test or interview or providing assistance at an assessment centre.

# Strength definitions



| Strength                       | Definition  |
|--------------------------------|---|
| <b>Adaptable</b>               | You can adapt to variations in work or environment and your effectiveness isn't impacted by change. You are flexible and versatile and act as an advocate for change. |
| <b>Analytical</b>              | You seek and analyse information to inform decisions based on the best available evidence.  |
| <b>Authentic</b>               | You are self-aware and true to yourself in all situations, even when under pressure.  |
| <b>Catalyst</b>                | You are self-motivated to act to achieve a goal. You are confident using your own initiative to take forward actions.   |
| <b>Challenger</b>              | You can bring a fresh perspective whatever the situation or context. You see other people's views and can appreciate there are many different angles to consider.     |
| <b>Change Agent</b>            | You are positive and inspirational in leading and supporting others through change.   |
| <b>Confident</b>               | You take charge of situations, people and decisions. You communicate confidently and give direction.  |
| <b>Courageous</b>              | You are an innovator who tries new approaches and pushes yourself to work outside your comfort zone.  |
| <b>Decisive</b>                | You use your judgement and take a considered approach to situations and tasks when making decisions.  |
| <b>Disciplined</b>             | You follow processes, operating firmly within set standards, rules and guidelines.  |
| <b>Efficient</b>               | You convert resources into results in the most efficient and economical way.  |
| <b>Emotionally Intelligent</b> | You draw insight from your own emotions and those of others to demonstrate empathy.   |

# Strength definitions



| Strength          | Definition  |
|-------------------|---|
| <b>Enabler</b>    | You see the potential in everybody and encourage them to learn, progress and develop.   |
| <b>Explainer</b>  | You communicate thoughts and ideas, verbally or in writing. You simplify complexities and adapt communication so others can understand.   |
| <b>Focussed</b>   | You strive for quality outcomes and excellence in everything you do.  |
| <b>Inclusive</b>  | You recognise everyone as an individual, accepting people for who they are and treating everyone fairly. You actively encourage and provide opportunities for others to share ideas and contributions.                          |
| <b>Influencer</b> | You influence others, you articulate the rationale to gain their agreement.   |
| <b>Improver</b>   | You look for better ways of doing things and enjoy coming up with new and original ideas.   |
| <b>Learner</b>    | You are inquisitive, you seek out new information and look for new ways to develop yourself.  |
| <b>Mediator</b>   | You provide stability and cohesion within teams, finding common ground and purpose. You enjoy collaborating with others to drive forward a shared goal.   |
| <b>Mission</b>    | You pursue things which give you a sense of meaning and purpose, working towards a longer term goal.  |
| <b>Motivator</b>  | You are highly driven and inspire others to move things along and make things happen.   |
| <b>Negotiator</b> | You facilitate constructive discussions and enjoy getting all parties to reach an agreement.  |
| <b>Networker</b>  | You proactively create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the organisation. You identify connections and reach out to bring people together. |

# Strength definitions



| Strength                    | Definition  |
|-----------------------------|---|
| <b>Organiser</b>            | You make plans and are well prepared. You seek to maximise time and productivity.   |
| <b>Precise</b>              | You are detail-focussed, you ensure everything is accurate and error free.  |
| <b>Preventer</b>            | You think ahead to anticipate, identify and address any risks or problems before they occur.  |
| <b>Problem Solver</b>       | You take a positive approach to tackling problems and find ways to identify suitable solutions.   |
| <b>Relationship Builder</b> | You quickly establish mutual respect and trust, building long lasting relationships with others.  |
| <b>Resilient</b>            | You have inner composure, recover quickly from setbacks and learn from them.  |
| <b>Responsible</b>          | You take ownership for your decisions and hold yourself accountable for what you have promised to deliver.  |
| <b>Service Focussed</b>     | You look for ways to serve customers putting their needs at the heart of everything you do.   |
| <b>Strategic</b>            | You look at the big picture and consider the wider factors and long term implications of decisions.   |
| <b>Team Leader</b>          | You are confident to lead a team and can effectively manage team dynamics to drive forward a shared goal. You take into consideration everyone's individual needs and create a genuine team spirit. |
| <b>Team Player</b>          | You work well as part of a team and strive to ensure the team pulls together and is effective.  |
| <b>Visionary</b>            | You create and share a clear vision of the future.  |

# Strengths mapped to Civil Service Behaviours



The strengths are mapped to the most relevant Civil Service Behaviour(s) but any strength can be assessed if suitable for the role.

## Seeing the Big Picture



- Challenger
- Mission
- Strategic
- Visionary

## Changing and Improving



- Adaptable
- Change Agent
- Improver
- Problem Solver
- Resilient

## Making Effective Decisions



- Analytical
- Decisive
- Preventer
- Problem Solver

## Leadership



- Confident
- Change Agent
- Inclusive
- Motivator
- Team Leader
- Visionary

## Communicating and Influencing



- Authentic
- Emotionally Intelligent
- Explainer
- Inclusive
- Influencer

## Working Together



- Challenger
- Emotionally Intelligent
- Inclusive
- Negotiator
- Networker
- Relationship Builder
- Team Player
- Mediator

## Developing Self and Others



- Enabler
- Explainer
- Inclusive
- Learner

## Managing a Quality Service



- Disciplined
- Efficient
- Focussed
- Organiser
- Precise
- Preventer
- Service Focussed

## Delivering at Pace



- Adaptable
- Disciplined
- Catalyst
- Focussed
- Organiser
- Resilient
- Responsible