

# APPENDIX 1: PERSONAL ATTRIBUTES MATRIX

Table 8 Personal Attributes Matrix

PERSONAL ATTRIBUTE	DESCRIPTOR
<b>Innovative</b>	<ul style="list-style-type: none"> <li>• Generates options and ideas for improvements</li> <li>• Is open to change and alternatives</li> <li>• Takes advantage of new and emerging opportunities</li> </ul>
<b>Focused</b>	<ul style="list-style-type: none"> <li>• Researches options and sets a clear path</li> <li>• Has clear goals, deals with obstacles and impediments</li> <li>• Manages own time to achieve key outcomes</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>• Has faith in own abilities and remains optimistic</li> <li>• Maintains composure and focus when faced with difficulty</li> <li>• Recovers from setbacks</li> </ul>
<b>Collaborative</b>	<ul style="list-style-type: none"> <li>• Works with others to achieve common goals</li> <li>• Engenders a spirit of teamwork</li> <li>• Encourages others to achieve</li> </ul>
<b>Analytical</b>	<ul style="list-style-type: none"> <li>• Reviews arguments and opinions before making judgement</li> <li>• Presents clear and logical arguments</li> <li>• Takes a systematic approach when building toward improvements</li> </ul>
<b>Client/member focused</b>	<ul style="list-style-type: none"> <li>• Prioritises needs of clients and members</li> <li>• Aims for best outcomes for clients and members</li> <li>• Is outcome focused</li> <li>• Follows through with commitments</li> </ul>
<b>Culturally aware</b>	<ul style="list-style-type: none"> <li>• Respects difference in all its forms</li> <li>• Adapts language to aid communication</li> <li>• Values diversity as a strength and positively utilises diversity</li> </ul>
<b>Ethical</b>	<ul style="list-style-type: none"> <li>• Is credible and truthful</li> <li>• Has integrity and principles</li> <li>• Reflects expected standards</li> <li>• of behaviour and/or Code of Conduct</li> </ul>