

COMPENTANCY GUIDANCE FOR APPLICANTS

Scottish Huntington's Association (SHA) use a competency approach to recruitment. At all stages of the recruitment process you will be assessed against the competencies we consider necessary to do the job.

This approach starts from the applications stage, so it is important that you complete your application as fully but concisely as possible to demonstrate how you meet the requirements of the post. It is therefore important that you study the selection criteria carefully before you complete the application.

We will invite to interview those candidates who, from their application, seem best suited to the position. You will be given further details about the selection process with your invitation to interview.

The information in this guidance document will provide you with a more in-depth description of the competencies applicable to the job you are applying for, what competencies are and guidance on competency based interviews. This information should assist you when completing Step 6 of the Application Form and to prepare if you are selected and invited to attend an interview.

Our recruitment process is based on specified key competencies, skills and essential and desirable criteria required to perform in the post. The Job Description/Person Specification document will state which of the competencies are relevant to the post you are applying for, as not all the competencies detailed below will be relevant for every post.

What is a competency?

Behaviour, which is driven by underlying characteristics such as skills, traits, motives, bodies of knowledge, and awareness of self-image and social roles.

The things that people do that make them successful in their job and which differentiate the good performer from less effective colleagues.

Self-Awareness

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths, takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable, contributes to and embraces new ways of doing things, seeking the support of others when needed
- Identifies personal development needs and actively manages own Personal Learning Plan

Teamwork

- Knows and understands the contribution the team makes to Scottish Huntington's Association performance and operational plans
- Can be relied on to deliver agreed personal objectives and is aware of how their work connects with the work of others
- Builds networks and maintains good working relationships with colleagues, valuing their diversity and contribution and is open to different points of view

- Contributes views, ideas and experience to improve the team's performance, offering and/or seeking practical help when necessary

Information Management

- Uses a range of business systems and is aware of security and organisational procedures
- Accesses, manages, stores, retrieves information through effective use of SHA's Information Systems
- Shares and presents information of all kinds in an appropriate format accurately and on time
- Contributes to the continuous improvement of Management Information Systems

Communications and Engagement

- Contributes views, ideas and experience, identifying appropriate methods of communication and target audience
- Identifies and sources information to produce accurate numeric work and concise, well-structured written work using SHA guidance
- Verbal communication is confident, contributing ideas in a clear and concise way
- Inquisitive and actively listens, responding appropriately, using clarifying questions to test understanding
- Knows and understands internal and external contacts & how their role fits into SHA
- Understands needs and expectations of others and responds in a helpful and professional way
- Builds positive working relationships and works to agreed time scales and standards of quality
- Takes responsibility to review and improve communication and engagement methods

Competency Based Interview Guidance

The competency based interview format encourages you to talk very specifically about what you have done and what you know about something, as opposed to a hypothetical situation on how you would act or general information about yourself.

The questions are designed to tell us more about specific job related abilities and you will be asked to give specific examples of your past experience.

We need to know in each case the situation or task you were involved in, the action you took and what the end result was.

Do not worry if it takes time to think up a relevant example, this is to be expected. It is more important that the example is relevant and that it addresses the question. Please try to give examples of your recent work experiences and make sure your answer shows what you did, avoiding statements that don't show your contribution, for example, "We did this".

In preparation, you may wish to think of a situation and ask yourself the following questions:

- What did you do?
- What was your contribution?
- How did you tackle the problem?
- What was the outcome?
- Did you achieve your objective?
- How did you know you achieved your objective?
- What have you learned from the experience?

The interviewers will make notes to make sure they record all the relevant information. You will be given the opportunity to ask any questions you have.

In addition to the competency based questions some roles may require specific technical questions to be asked at interview.