

# MITIGATION CREW LEADER

## Focus Capabilities:

Throughout the selection process, we will be assessing the following four capabilities. These capabilities are broken down into key actions. When preparing examples to use in your interview, think about a time where you have demonstrated the below actions.

### ACT WITH INTEGRITY

- Behave in an honest, ethical and professional way
- Build understanding of ethical behaviour
- Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation
- Speak out against misconduct and illegal and inappropriate behaviour
- Report apparent conflicts of interest

### WORK COLLABORATIVELY

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
- Use collaboration tools, including digital technologies, to work with others

### DELIVER RESULTS

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

### MANAGE & DEVELOP PEOPLE

- Clarify the work required, and the expected behaviours and outputs
- Clearly communicate team members' roles and responsibilities
- Contribute to developing team capability and recognise potential in people
- Recognise good performance, and give support and regular constructive feedback linked to development needs
- Identify appropriate learning opportunities for team members
- Create opportunities for all team members to contribute
- Act as a role model for inclusive behaviours and practices

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## Practice Interview Questions:

Please use the below questions to practice responding to some interview questions.

*Hint: What was the situation? What was the task you completed? What action did you take? What was the result?*

### ACT WITH INTEGRITY

- Tell us about a time when you were asked to do something that you didn't think was right? What did you do?
- Describe a time when you were asked to keep information confidential. How did you recognise it needed to be kept confidential?
- Tell us about any legislation, rules, policies, guidelines and codes of conduct that apply to your role?
- On occasion we are confronted by dishonesty in the workplace. Tell about such an occurrence and how you handled it.

### WORK COLLABORATIVELY

- Give an example of how you helped a colleague who was under performing?
- Summarise a situation where you succeeded in persuading others to work more collaboratively so that better work outcomes were delivered. What was your approach and the outcome?
- Describe how you have demonstrated working collaboratively with your manager.

### DELIVER RESULTS

- Give an example of a recent experience where you had to track your progress with a project or piece of work - Explain how you did this and what the result was.
- Using an example of work you have done, can you describe a time when you needed additional resources and/or advice to complete the work. Outline what you did and the result.
- Describe a situation where you showed initiative in completing your work. What was the outcome?

### MANAGE & DEVELOP PEOPLE

- Give an example of how you have clarified work outputs and expected workplace behaviours.
- Using a workplace example, can you describe how you have contributed to developing team capability.
- Give an example of where you have given support and regular feedback to an employee - how did you link it to their development needs?
- Select a time when you identified a staff performance issue; what was the situation and outline the steps you took to report the issue?

*NOTE: These are practice questions, you will not be assessed on any of the above questions during the assessment process.*