

Base Competency Map

Role Description
Name
Reviewed with
Date
Core
Competency

Role Title
Staff Name
Name 1 and Name 2
Date

		Leadership & Strategy	Contribution to Studio	Collaboration & Communication	Project Management & Delivery	Design Skills	Technical Skills	Software Skills
Explanation		<p>Developing and exhibiting leadership within the practice in terms of strategy, people and projects</p> <p>Strategic development and implementation including with business development</p> <p>Mentoring of staff to guide the development of staff skills in alignment with the distinctive characteristics of the practice</p> <p>Ability to motivate and inspire others along with elevating the efforts of the team</p>	<p>Knows, reinforces and contributes to studio values, principles and culture</p> <p>Development of the studio in order to improve those values</p> <p>Effectively expresses and represents those values externally and internally</p>	<p>Collaboration and communication within teams, the studio and with external parties</p> <p>Effective and professional communication</p> <p>Shares knowledge, supports colleagues, works respectfully, keeps others informed, values constructive criticism and adapts to circumstances</p> <p>Is reliable and presents in a professional manner</p>	<p>Effective management and collaboration of clients / consultants / stakeholders / external parties</p> <p>Management of internal financial aspects of project, deliverables and resourcing, as well as contracts and appointments of parties</p> <p>Effective time management skills, meets deadlines and commitments, is reliable. Undertakes multiple tasks at the same time</p>	<p>Strategic design values, creativity and originality</p> <p>The ability to identify and resolve problems, evaluate alternatives, methods and solutions carefully at all stages of the design process</p> <p>Ability to communicate ideas clearly and succinctly, applying appropriate graphic methods</p>	<p>Accuracy, attention to detail and thoroughness</p> <p>Solid knowledge of construction and professional practice and / or specialist knowledge within a sector or particular field</p> <p>Maintains and furthers technical knowledge</p>	<p>Proficient in use of required software relevant to role</p> <p>Demonstrates initiative and a willingness to develop and / or learn new skills</p> <p>Ability to communicate through hand drawn and model mediums</p>
	Skills	Leadership Strategic and Business Development Mentoring Project Vision, Motivation and Inspiration	Contribution to Culture and Values Practice Development and Improvement External Communications of Values Internal Communications of Values	Verbal Communication Written Communication Works Respectfully and Collaboratively Reliable and Presents Professionally	Client / Consultant / Stakeholder Engagement Project Financial Management Contracts, Tendering and Appointments Time Management and Programming	Design Values, Creativity and Originality Solutions Focused Ability to develop conceptual designs Graphic Communication	Accuracy of Work Technical Knowledge and Compliance Report Writing Professional Practice and Development	Documentation and Modelling - CAD and 3D Specialist - BIM / Visualisation / Other Graphics - Adobe Suite Hand Drawing / Physical Model Making
Assessment								
Advanced	21 - 25							
	16 - 20							
	11 - 15							
	6 - 10							
Beginner	0 - 5							
Comments								