**Fast Stream End of Posting Development Record**

|  |  |
| --- | --- |
| **SECTION 1: POSTING DETAILS** | |
| Name of Fast Streamer | Click here to enter text. |
| Role title | Click here to enter text. |
| Department | Click here to enter text. |
| Location (please specify town or city) | Click here to enter text. |
| Region | Click here to enter text. |
| Year and Posting number (e.g. Y1P2 for “year 1, posting 2”) | Click here to enter text. |
| Dates of posting (dd/mm/yyyy) | From: Click here to enter a date. To: Click here to enter a date. |

**Guidance on completing this form**

|  |
| --- |
| **Core Skill Descriptors** |
| **Skill level attained:**  **Awareness:** Exposure to the core skill area; but **limited practical experience** e.g. working in a team that focuses on the core skill area but not personally working in a role that offers this.  **Understanding:** Practical experience of core skill area. **Understanding of key issues and their implications** for the organisation and able to ask relevant and constructive questions on the subject.  **Knowledge:** **Detailed knowledge** of the core skill area (rather than the subject matter/policy area) and capable of providing guidance and advice to others  **Expertise:** Extensive and substantial practical experience and applied knowledge of the subject. Will normally be **seen as the professional lead / expert** for the core skill (including outside their immediate team) |
| **Actual skill use:**  **Internal Stakeholders**: core skill area mainly used within the department / executive agencies etc.    **External Stakeholders**: core skill area mainly used outside the department  **Both:** core skill area used both within and outside the department |

1. Under “Evidence of core skills development within the posting” please give 2-3 example situations which between them provide evidence against all the core skills used in this role. The text limit for these examples is 500 words in total (not 500 words each). For example, one activity (designing a website) might demonstrate both digital skills and commercial skill (procurement, value for money). This should be a summary paragraph, not a detailed explanation. This form is read in conjunction with your PMR; you do not need to repeat what you have already written there, but should just summarise the areas of work that have supported your skill development.
2. Under “Areas to work on and develop” please give 2-3 areas for development. The text limit for these is 300 words in total (not 300 words each). **This should not be a list of the things you haven’t done yet**. Please think about your strengths and areas where you feel you need to improve.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2: CORE SKILLS** | | | | | | | | | |
| **1. CHANGE MANAGEMENT** | | | | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | | | | |
|  | | Actual skill exposure in role | | | Actual skill level attained in role | | | Actual skill use | |
| Scoping & Planning Change | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Implementing Change | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Leading Change | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Communications Strategy | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Consultation | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Stakeholder Engagement | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Behavioural Insight | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Continuous Improvement | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| **2. COMMERCIAL AWARENESS** | | | | | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | | | | | |
|  | | | Actual skill exposure in role | | | Actual skill level attained in role | | | Actual skill use | |
| Strategic Planning | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Business Planning | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Creating & Managing Markets | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Market Economics | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Negotiating Commercial Decisions | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Investment Appraisal & Evaluation | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Procurement & Sourcing | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Contract & Supply Chain Mgmt | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Commercial Risk Management | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Creating Value For Money | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Legislative Requirements | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| Alternative/New Forms Of Delivery e.g. Mutuals, Joint Ventures | | | Choose an item. | | | Choose an item. | | | Choose an item. | |
| **3. DIGITAL DELIVERY** | | | | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | | | | |
|  | Actual skill exposure in role | | | Actual skill level attained in role | | | Actual skill use | | |
| Digital Service Management (design, development and delivery) | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| Online Publishing / Web Content Management | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| Digital Strategy | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| Analytics | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| Social Media & Channel Mgmt | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| Digital Product Management | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| User Research | Choose an item. | | | Choose an item. | | | Choose an item. | | |
| Policy Development Through Digital Channels | Choose an item. | | | Choose an item. | | | Choose an item. | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. FINANCIAL MANAGEMENT** | | | | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | | | | |
|  | | | Actual skill exposure in role | | | Actual skill level attained in role | Actual skill use | | |
| Financial Planning | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Financial Controls | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Budget Management | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Financial Reporting | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Performance Indicators | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Interpretation of Financial Accounts | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Finance Appraisal & Evaluation | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Corporate Finance | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| Resource Based Management (Resource Accounts, Assets and Liabilities) | | | Choose an item. | | | Choose an item. | Choose an item. | | |
| **5. PEOPLE MANAGEMENT** | | | | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | | | | |
|  | | Actual skill exposure in role | | | Actual skill level attained in role | | | | Actual skill use |
| Line Management | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Team Management | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Performance Management | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Capability Development | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Coaching Skills | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Employee Engagement | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Team Building | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| Recruitment and Deployment | | Choose an item. | | | Choose an item. | | | | Choose an item. |
| **6. PROGRAMME & PROJECT MANAGEMENT** | | | | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | | | | |
|  | Actual skill exposure in role | | | Actual skill level attained in role | | | | Actual skill use | |
| Project/Programme Office Support | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Office Management | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Programme Office Management | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Initiation & Scoping | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Planning | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Using Project Tools & Software | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Leading a Project(s) | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Risk Management | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Time Management | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Cost Management | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Monitoring & Reporting | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Evaluation | Choose an item. | | | Choose an item. | | | | Choose an item. | |
| Project Human Resource Mgmt | Choose an item. | | | Choose an item. | | | | Choose an item. | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **SECTION 2a: OTHER SKILLS** |   **7. POLICY SKILLS** | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | |
| This section is aligned with the professional policy skills framework. | Actual skill exposure in role | | Actual skill level attained in role | | | Actual skill use |
| **Bring together** evidence, politics and delivery to support ministers | Choose an item. | | Choose an item. | | | Choose an item. |
| **Evidence**: Developing and using a sound evidence base | Choose an item. | | Choose an item. | | | Choose an item. |
| **Politics**: Understanding and managing the political context | Choose an item. | | Choose an item. | | | Choose an item. |
| **Delivery**: Planning from the outset for how the policy will be delivered | Choose an item. | | Choose an item. | | | Choose an item. |
| Drafting | Choose an item. | | Choose an item. | | | Choose an item. |
| Briefing | Choose an item. | | Choose an item. | | | Choose an item. |
| Research | Choose an item. | | Choose an item. | | | Choose an item. |
| Working with Ministers | Choose an item. | | Choose an item. | | | Choose an item. |
| Bills & Legislation | Choose an item. | | Choose an item. | | | Choose an item. |
| Policy Evaluation | Choose an item. | | Choose an item. | | | Choose an item. |
| Parliamentary Questions/ FOIs | Choose an item. | | Choose an item. | | | Choose an item. |
| **8. EU POLICY FACING ROLES** | | | | | | |
| **Overall skill attained in this role: Choose an item.** | | | | | | |
|  | | Actual skill exposure in role | | Actual skill level attained in role | Actual skill use | |
| Preparing negotiations / consultation | | Choose an item. | | Choose an item. | Choose an item. | |
| Representing in negotiations | | Choose an item. | | Choose an item. | Choose an item. | |
| International relations | | Choose an item. | | Choose an item. | Choose an item. | |
| Using EU language(s) in work setting | | Choose an item. | | Choose an item. | Choose an item. | |
| Developing EU legislation / directives / policy | | Choose an item. | | Choose an item. | Choose an item. | |
| Implementation EU legislation / directives / policy | | Choose an item. | | Choose an item. | Choose an item. | |
| Navigating EU principles / structures | | Choose an item. | | Choose an item. | Choose an item. | |
| Understanding function / role and competence of institutions | | Choose an item. | | Choose an item. | Choose an item. | |
| Language skill used in role: Choose an item.  Actual language exposure in role: Choose an item. | | | | | | |

|  |
| --- |
| **Fast Streamer : Evidence of core skills development within the posting** (give 2-3 examples, box limit 500 words)**:** |
| **Areas to work on and develop** (give 2-3 examples, box limit 300 words)**:** |

|  |
| --- |
| **Activity Manager : evidence of core skills development within the posting** (box limit 500 words)**:** |
| **Activity Manager : areas to work on and develop** (box limit 300 words)**:** |

|  |
| --- |
| **SECTION 3 – Civil Service Competencies** |
| Looking at the appropriate level within the Civil Service Competency Framework for the role, consider the behaviours which have been demonstrated against them during the posting and **identify up to six that you can evidence in this role**. For each competency consider to what extent you developed during the posting and what development gaps remain.   |  |  | | --- | --- | | 4 | Fully met: **Strong evidence** of having **fully developed** this competency at this level | | 3 | Substantially met: **Evidence** of having developed this competency at this level in most areas but with some key areas to be developed further | | 2 | Partially met: **Some evidence** of having developed this competency at this level in a several areas but with scope to develop it more fully over time | | 1 | Not met: **Little evidence** of having developed this competency at this level with scope for significant further development | |  | | |
| 1. Choose an item. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agreed Development Rating | 1  Not Met |  | 2 Partially Met |  | 3 Substantially Met |  | 4  Fully Met |  | |
| Evidence of the competency (250 word limit) |
| 2. Choose an item. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agreed Development Rating | 1  Not Met |  | 2 Partially Met |  | 3 Substantially Met |  | 4  Fully Met |  | |
| Evidence of the competency (250 word limit) |
| 3. Choose an item. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agreed Development Rating | 1  Not Met |  | 2 Partially Met |  | 3 Substantially Met |  | 4  Fully Met |  | |
| Evidence of the competency (250 word limit) |
| 4. Choose an item. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agreed Development Rating | 1  Not Met |  | 2 Partially Met |  | 3 Substantially Met |  | 4  Fully Met |  | |
| Evidence of the competency (250 word limit) |
| 5. Choose an item. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agreed Development Rating | 1  Not Met |  | 2 Partially Met |  | 3 Substantially Met |  | 4  Fully Met |  | |
| Evidence of the competency (250 word limit) |
| 6. Choose an item. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agreed Development Rating | 1  Not Met |  | 2 Partially Met |  | 3 Substantially Met |  | 4  Fully Met |  | |
| Evidence of the competency (250 word limit) |

|  |
| --- |
| **Competencies to work on and develop** (300 Word limit)**:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Manager : evidence of competency development within the posting** (box limit 500 words)**:** | | | |
| **Activity Manager : areas to work on and develop** (if any, box limit 300 words)**:** | | | |
| **Name of Activity Manager** | Click here to enter text. | **Date (dd/mm/yy)** | Click here to enter a date. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 4: Review by Cohort Leader** | | | |
| **Overall performance level:** | **Must Improve** | **Achieving** | **Exceeding** |
| **Comment on any additional evidence not evidenced above** (if any, limit 300 words)**:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Validation by Cohort Leader** | | | |
| **Name** | Click here to enter text. | **Date (dd/mm/yy)** | Click here to enter a date. |
| **Grade** | Click here to enter text. |