

The British Council uses a competency based recruitment process. A competence is the ability to perform a task/job successfully by using a combination of knowledge, skills and behaviour, and is measured against a standard. This ability can be acquired through experience and/or training, and potentially demonstrated by qualifications.

When completing the application form we want you to present evidence that best demonstrates your skills, knowledge, abilities and experience in the required areas. The information you provide will be used in the short listing process to decide whether to invite you for interview.

You should address all the requirements for the job. Most of these requirements, behavioural and generic skills are defined in the British Council's Behavioural Competencies Dictionary and Generic Skills Dictionary. You should read these definitions carefully and select an example from your experience which not only meets the level stated for the job but demonstrates aspects of the previous levels.

In support of your application, please provide evidence that you meet the following:

- **Behavioural competencies**
 - Making it Happen (Most Demanding)
 - Shaping the future (Most Demanding)
 - Creating shared purpose (Most Demanding)
 - Connecting with others (Most Demanding)
- **Skills and knowledge**
 - Business Management & Development (Level 3)
 - Project and Contract Management (Level 2)
 - Financial Planning & Management (Level 3)
 - Relevant experience & knowledge of arts / education sector in Australia / UK
 - Good IT Skills
- **Experience**
 - Business development
 - Partnership development

Draw on your past experience inside or outside the workplace to demonstrate evidence of each job requirement. We want to know more than just what you have achieved; we also want to know about the skills, knowledge, abilities and approach you used, and that you can apply them to different situations in the future.

You should give an example of an actual situation, ideally from the last 2 to 3 years. Organise your evidence against each competency following the STAR structure:

Situation	a brief sentence or two to set the scene and give the context
Target	the specific aspects you focussed on and why

Action	what you actually did, how, and when , and the rationale for your choices
Result	what the outcome was and the difference it made

Evidence in excess of approximately 2500 words will not be taken into account

Situation and Target

Describe what you did and what was achieved. Briefly set out the facts of the situation and the obstacles you met. Convey the significance of what you did and how it affected the outcome, together with brief details of what was involved. For example, *'I had to develop and implement a new process for promoting local education opportunities but was constrained by budget cuts throughout the department. As a result of working with local authorities I achieved these objectives within budget and within the 3 month timescale.'*

Action (what you did)

Here you need to set out what **you actually did and how you did it**. The best way to approach this is to ask yourself:

What were the particular things **I did** that had most impact upon the final result?

If you are drawing on one situation to provide evidence of several competencies, ensure that you focus on aspects of the situation relevant to the competency in question. For example, to bring out evidence of Relationship Building for Influence: *'I gained agreement to my proposed course of action by building positive relationships with local authorities. I chaired meetings, developed a network of contacts with whom I lobbied actively, and gave presentations to stakeholding groups.'*

Proportion of the achievement for which you personally claim credit

Be specific about the situation, the actual results achieved and the part you played in achieving them. If you were acting as part of a team highlight the role you played in achieving the outcome rather than focusing too much on the team activities. Note the proportion of the achievement for which you claim credit.

Hints and tips

When choosing the examples you give in your application, bear in mind that those assessing your evidence will be considering the following factors when examining your examples:

- **risks** involved (i.e. what risks did you take into account or run to complete a task)
- **impact** (i.e. did your actions make a significant difference or leave a lasting mark e.g. improved long standing underperformance, increased revenue, secured contracts/projects etc)
- **scale** (i.e. size of example given e.g. local, regional, interdepartmental etc) and
- **complexity** (i.e. was the task simple or complicated to solve, implement; what were the challenges that needed to be overcome etc)

You may also want to review past experiences and talk them through with colleagues, team leaders or managers who were involved.

Allow enough time to write your application before the deadline. Applications arriving after the deadline will not be considered.