

DWP Competency Framework for the Psychology Profession

Delivering a Professional Service	Delivering a Customer Focused Service	Analysing, Improving and Changing	Managing People and Performance	Building Capability	Leading
Providing a Professional Psychology Service by:	Develops and delivers customer-led services by:	Analyses and uses evidence to inform improvement and deliver change by:	Manages people and resources, and applies project and programme management techniques, to achieve high performance and value for money by:	Builds capability to meet current and future business needs through continuous learning and by communicating in ways that support productive working relationships by:	Leads by example to deliver business results by:
Contributing to Business Success	Responding to Customer Needs	Analysing and using Evidence	Deploying People and Resources Effectively	Developing Knowledge and Skills	Demonstrating Integrity
Seeks and implements professional solutions that address business needs.	Seeks to understand customer requirements and deliver services that are responsive to diverse customer needs.	Uses information to understand performance and make decisions.	Uses resources flexibly and creatively in ways that promote diversity and support the principles of sustainable development.	Develops knowledge and skills to meet current and future business needs.	Demonstrates integrity at all times.
Demonstrating Professional Expertise	Providing Excellent Customer Service	Improving Performance Continuously	Delivering Results	Working Collaboratively	Providing Direction
Applies specialist knowledge and skills in ways that add value to stakeholder solutions and customer outcomes.	Meets customer needs through excellent customer service.	Seeks and implements ways of improving performance.	Manages performance to deliver business objectives and meet performance standards.	Works collaboratively in ways that value diversity and add to efficiency.	Provides and communicates clear direction to achieve DWP strategic objectives.
Continuing Professional Development		Engaging with Change	Managing Finance	Communicating with Impact	
Continually develops, implements and maintains professional standards and ethical practice in order to build professional credibility and provide expert advice, consultancy and psychological interventions that are valued by customers and stakeholders.		Implements change in support of DWP strategic objectives.	Monitors and manages finances to ensure value for money.	Communicates in ways that promote understanding and maintain confidentiality.	

Delivering a Professional Service

Contributing to Business Success

Adapts professional services to meet the changing needs and priorities of the business by:

- Identifying and capitalising on opportunities for applying psychological practices in ways that enhance organisational and operational effectiveness;
- Using evidence based practice in applied psychology to enhance decision making, planning and policy development within the organisation;
- Adapting professional services offered to reflect changing business needs and priorities;
- Identifying and advising customers on the behavioural implications of new services and practices being considered or planned by the Department to facilitate business success.

Demonstrating Professional Expertise

Delivers expert solutions that meet customer and stakeholder needs by:

- Providing up-to-date, impartial and relevant advice on internal and external professional services available to meet customers needs;
- Designing, implementing and managing internal and, where appropriate, externally contracted pilots and projects for applications of professional methods and techniques;
- Evaluating psychological theories, methods and techniques in order to inform customers' decisions on the application of such methods to their work areas;
- Critically appraising the professional practices and approaches of self and others to improve the service offered to customers;
- Monitoring the outputs and working standards of internal and externally contracted practitioners to ensure they meet customers' needs and are in line with current professional standards.

Continuing Professional Development

Secures customer confidence in the specialist services and solutions by:

- Developing a role as a recognised authority on the application of professional psychological standards and techniques within their area of expertise;
- Ensuring compliance with legal, ethical and professional practices for self and others;
- Disseminating skills and knowledge with professional colleagues and wider audiences;
- Supervising and facilitating the professional development and practice of psychologist practitioners;
- Building and maintaining effective internal and external networks with appropriate policy leads, psychologists and other professionals to promote professional services and keep abreast of developing good practice.

Delivering a Customer Focused Service

Responding to Customer Needs

Develops the organisation's understanding of, and responsiveness to its customers by:

- Implementing customer feedback systems and acting on findings;
- Ensuring diversity policies and practices are followed when dealing with customers;
- Promoting new and flexible ways of delivering services that are responsive to customer needs.

Providing Excellent Customer Service

Manages the provision of excellent customer service by:

- Monitoring customer service performance and taking action to resolve poor quality service;
- Sharing knowledge of other DWP business areas with colleagues to improve customer service;
- Ensuring the team achieves the required standard of customer service;
- Sharing good practice and identifying opportunities for customer service improvements.

Analysing, Improving and Changing

Analysing and Using Evidence

Uses information to understand performance, inform decisions and prioritise changes and improvements by:

- Anticipating and responding quickly to problems;
- Obtaining accurate and relevant data to inform decisions;
- Analysing information to identify facts, patterns and trends;
- Supporting decisions with evidence-based arguments;
- Engaging expert support to assist with analysis when appropriate.

Improving Performance Continuously

Identifies and implements tools and processes that support performance improvement by:

- Agreeing and reviewing measurable objectives for all team members;
- Examining existing ways of working to find where improvements can be made;
- Exploring diverse views and ideas from team members;
- Recognising and rewarding performance improvements.

Engaging with Change

Takes a positive approach to implementing changes and secures commitment to change by:

- Explaining and presenting change in a positive way to others;
- Consulting with those affected by changes and responding constructively to suggestions and concerns;
- Recognising and rewarding positive contributions that others make to facilitate change.

Managing People and Performance

Building Capability

Leading

Delivering Results

Developing Knowledge and Skills

Demonstrating Integrity

Manages own and others' performance to ensure outputs are delivered on schedule and to the required quality by:

- Setting clear objectives that are in line with business needs;
- Putting in place clear delivery plans and monitoring progress and outputs;
- Identifying, assessing and managing risks in order to minimise their impact on performance;
- Ensuring compliance, and addressing non-compliance, with DWP policies and practices.

Takes responsibility for developing in order to increase the capacity and flexibility of individual, team, and wider organisation by:

- Identifying development opportunities for self and others and linking individual learning to business goals;
- Helping others to learn from their daily work;
- Supporting and encouraging others in their development;
- Encouraging the sharing of knowledge and making sure learning is embedded;
- Giving honest, constructive feedback.

Demonstrates integrity by:

- Treating others consistently and with respect.

Deploying People and Resources Effectively

Working Collaboratively

Providing Direction

Is flexible and creative in deploying resources to best effect by:

- Making best use of people's skills and availability to deliver business objectives;
- Considering diversity-related needs when planning and allocating work;
- Taking action to increase efficiency;
- Demonstrating flexibility and creativity in delivering with less resources;
- Considering sustainability issues and encouraging others to assess the environmental impact of their work;
- Ensuring access to available technology and making sure that information security systems are in place.

Develops mutually supportive relationships and encourages team and partnership working that values diversity by:

- Identifying, involving and influencing stakeholders to achieve positive outcomes;
- Resolving conflicts and tackling inappropriate behaviour;
- Fostering an inclusive working environment in which people of diverse backgrounds can contribute confidently.

Provides direction by:

- Clarifying and positively communicating direction to colleagues and stakeholders.

Managing Finance

Communicating with Impact

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Analysing the value for money of alternative options before committing to spending;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made.

Uses communication skills to promote understanding and facilitate working relationships by:

- Checking that information being communicated is current, accurate and complete;
- Communicating clearly and concisely using the most appropriate medium for the audience;
- Confirming that communications have met their purpose;
- Communicating information only to those who have a right to it and using the approved method.