Sample Behaviours/Actions

These examples are designed to prompt you when you are identifying the behaviours/actions relevant to your role or work area. They are not meant to be definitive or exhaustive.

- use problem-solving tools and skills to explore options and develop flexible solutions
- use creative thinking to generate ideas
- provide an environment where it is safe to share ideas
- collaborate with others to develop innovative solutions
- proactively share knowledge/insight
- show initiative and be proactive
- understand how your actions and behaviours impact on others
- develop working relationships to achieve objectives
- talk about “how” we work, not just “what” we do
- listen actively
- respect the diversity of needs and preferences of others
- treat colleagues and clients with respect
- understand customer/stakeholder needs and expectations
- be flexible and responsive to the needs of others
- promote teamwork, encourage information sharing and work constructively to achieve objectives
- provide constructive feedback and coach others
- pursue opportunities to develop yourself and others
- communicate effectively with others
- contribute and share ideas, information and resources with colleagues
- take personal responsibility for actions
- define clear accountabilities and set realistic objectives
- organise own work and priorities to achieve objectives
- agree on outcomes and timeframes
- allocate resources effectively
- meet deadlines
- follow through on undertakings to completion
- be client/student/customer focussed
- monitor progress, evaluate results and make appropriate changes
- evaluate outcomes and learn from mistakes
- effectively manage risks
- reward and recognise behaviours and outcomes
- role model the UTS values in action
- be responsible for environmental sustainability