

Planning and Organizing

At a basic level, the ability to prioritize multiple tasks using time management and organizational skills to carry out job tasks effectively and efficiently. At a more advanced level, the ability to accurately forecast future requirements consistent with business goals; organize and follow through to achieve these goals including setting priorities, objectives and action plans.

Level	Description	Behaviours	Work Examples
0.	Does not exhibit this competency		
1.	Executes Tasks <i>Trainee, Appraiser I</i>	<ul style="list-style-type: none"> ▪ Works with available resources ▪ Plans to meet time, cost and quality expectations ▪ Organizes and uses resources in an efficient, safe and appropriate manner ▪ Meets all reporting requirements 	<ul style="list-style-type: none"> ▪ Plans for inspections of assigned properties in an efficient manner ▪ Follows instructions, works to guidelines, e.g. securing hotel at government rate, following safety guidelines, dealing with the public ▪ Participates as a junior team member in project work
2.	Plans and Organizes at the Team/Task Level (teams within office) <i>Appraiser II</i>	<ul style="list-style-type: none"> ▪ Establishes priorities, objectives, strategies, action plans and resource requirements consistent with the work team task plans and direction ▪ Provides a suitable framework for scheduling and implementing project plans ▪ Monitors progress against plans to ensure time, cost and quality expectations are being met 	<ul style="list-style-type: none"> ▪ Prioritizes work to be done, e.g. new construction ▪ Monitors very basic project work, and monitors own progress in project work ▪ Coordination and planning in re-assessment of neighborhood. assessments e.g., time, cost, quality, benchmarking ▪ Organize case load of PARP appeals (could be up to 100) and resolves issues ▪ Plans and organizes PAAB evidence; organizes own testimony as expert witness and prepares brief
3.	Plans and Organizes at the Area/Division/Inter-office Level (includes	<ul style="list-style-type: none"> ▪ Establishes a strategic framework for the area's program/project(s) that is consistent with the area's strategy 	<ul style="list-style-type: none"> ▪ Coordinates and plans projects within office (includes development of project ideas)

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cross-functional work) <i>Sr Appraiser</i>	<ul style="list-style-type: none"> ▪ Provides support to projects; assists in developing and implementing their plans ▪ Practices project management principles and techniques including establishing schedules that meet project outcome needs • Ensures a continuing optimal balance between resources allocation flows, competing priorities and changing goals 	<ul style="list-style-type: none"> ▪ Prioritizes work projects, develops work plans ▪ Supervises others in project work ▪ Monitors project work and progress completion ▪ Oversees appeal coordination including developing and presenting case (element of advocacy) ▪ Manages special projects ▪ Assists in budgeting and developing work programs, e.g. rural travel ▪ Coordinates roll production ▪ Assists in the coordination of projects on an organizational level ▪ Coordinates projects on an inter-office level ▪ Assists in the prioritization of organizational work programs/projects ▪ Prioritizes inter-office work programs/projects
4. Plans and Organizes at the Area/Organizational Level	<ul style="list-style-type: none"> ▪ Establishes a strategic framework for the area/organization that is consistent with the overall businesses strategy ▪ Ensures overall resources requirements match business goals and expected contributions to the organization's financial and economic well-being ▪ 	<ul style="list-style-type: none"> ▪ Coordinates projects on an organizational level, e.g. Operational Review, Property for STOCAP ▪ Prioritizes organizational work programs/projects