

Staff Behaviours

1. Team Work and Relationships

General (for all staff)

- I adhere to the APS Code of Conduct
- I respect the APS Values
- I work collaboratively with others as an effective member of my team
- I get involved in and contribute positively to the work of my team and to my fellow managers / leaders
- I support a learning environment and encourage people to grow
- I listen to different views and respect diversity
- I demonstrate sensitivity to cultural differences
- I respect individual's privacy (especially our clients) and do not circulate details of their personal matters inappropriately to other people
- I attempt to resolve any conflicts/misunderstandings as early as possible in a constructive manner
- I support humour in the workplace providing it is appropriate and not at the expense of my workmates
- I will not exhibit or tolerate behavior which is:
 - Bullying
 - Harassing
 - Fraudulent
 - Dishonest
 - Violent
 - Avoiding of responsibility, or
 - Shunning responsibility

Additional For Managers / Leaders

- I learn about the roles of other TSRA program areas and external stakeholders and continuously seek opportunities to align our efforts.
- I answer questions and where appropriate, share information about the TSRA's programs with TSRA staff and external stakeholders.
- I participate in and include all my team members (program and leadership groups) in activities that build the organisation's team culture and cohesion

Staff Behaviours

2. Communication

General (for all staff)

- Where appropriate, I share accurate and timely information and knowledge with others
- I regularly seek and act upon feedback on my performance and behaviour from people above and below my position in the organisation
- I provide factual information to others and do not fabricate information
- I offer feedback in a constructive and supportive manner
- I communicate clearly

Additional For Managers / Leaders

- I manage expectations by explaining what I can or cannot do and outlining what the TSRA is able to achieve and / or not achieve with its resources to all stakeholders

3. Accountability and Responsibility

General (for all staff)

- I reorganise and reschedule my work to reflect changes in priority
- I think about my work priorities and plan ahead
- I display a “can do” approach to my work
- I seek opportunities to develop my skills
- I manage my work life balance.
- I manage my attendance effectively and turn up to appointments on time.
- I diligently exercise my delegations
- I identify potential conflicts of interest and seek advice from my manager
- I acknowledge and take responsibility for my mistakes and learn from them
- I take responsibility for completing tasks that other team members are relying on.
- I take initiative and offer assistance rather than assuming a task is just someone else’s responsibility.

Additional For Managers / Leaders

- I solve problems with other team members and program areas and do not simply pass responsibility for these to others
- I attend meetings that are ‘essential’ for achieving TSRA outcomes