**PERSONAL SKILL AND PERFORMANCE CRITERIA FOR PRA LEVEL 7 / MCGI AWARD**

1. Technical Ability. Understand and Practice Intelligence Management (IM). To include:

a. **The Management and Application of the Intelligence Cycle** (PRA Standards: 1 – Commitment to Professional Standards; 2 – Communication and Information Management).

(1) Giving direction to Intelligence gathering activities.

(2) The application and management of Intelligence Collection and Dissemination.

(3) The capabilities and limitations of Sources, Agencies and Systems.

(4) The production of intelligence through collation, evaluation, analysis integration and interpretation of information.

b. **The Role of Intelligence in Decision-Making** (PRA Standards: 1 – Commitment to Professional Standards; 2 – Communication and Information Management).

(1) The application of the principle of objectivity in the analytical process.

(2) The application of human factors management within an analysis environment.

(3) The determination of implicit and explicit intelligence requirements.

(4) The timely conveyance of information and intelligence.

(5) The presentation of complete and incomplete analysis, identification and mitigation of risk.

(6) Provide advice and support to the risk management function.

c. **Information Technology and Communications Support to IM** (PRA Standards: 2 – Communication and Information Management).

(1) The application and implications of: data security, caveats, classification and disclosure.

(2) Cost implications of intelligence architecture, collection and dissemination.

(3) Identification of appropriate dissemination means.

(4) Maintenance of data management procedures.

2. Practical Skills.

a. Demonstrates Self-Management and Development (PRA Standards: 1 – Commitment to Professional Standards; 4 – Professional Development).

(1) The appropriate attitudes to work and colleagues are maintained.

(2) Self-control is exercised when faced with work-related difficulties.

(3) Work is completed to a timetable.

(4) Willingness to seek appropriate advice is demonstrated.

(5) Willingness and ability to learn new skills are demonstrated.

1. Ways of improving work relationships are implemented.
2. Sets realistic, achievable and challenging personal goals.
3. Works to improve performance and keeps abreast of advances in their field.

b. Managing Tasks (PRA Standards: 3 – Leadership; 5 – Working with Others).

(1) Plans for work are provided.

(2) Appropriate timetables are developed.

(3) Agreement of others about the work being done is obtained.

(4) Difficulties are dealt with effectively.

(5) Progress is monitored and any corrective actions taken.

(6) Deadlines are met.

c. Communicating Clearly and Effectively (PRA Standards: 2 – Communication and Information Management).

(1) Good use of the English language.

(2) Written communications are accurate.

(3) Spoken communications are clear and to the point.

(4) Style and manner of communications are appropriate.

(5) Communications are effective and achieve the desired outcome.

(6) Approach to others is tactful and polite.

d. Working with and Relating to Others (PRA Standards: 5 – Working with Others; 6 – Managing customer/client relationships).

(1) Good working relationships are maintained.

(2) Demonstrates the ability to work well in groups.

(3) Conflict is resolved and help is offered to overcome difficulties.

(4) Manner and approach to others are appropriate.

(5) Appreciates the role and function of others.

e. Applying Knowledge.

(1) Seeks to apply knowledge whenever appropriate.

(2) Uses a systematic approach at all times.

(3) Identifies, analyses and resolves problems in a professional way.

(4) Uses knowledge to develop new designs, products and methods.

(5) Uses knowledge in dealing with customers and clients.

f. Applying Initiative in Work Problems (PRA Standards: 3 – Leadership).

(1) Takes the lead when appropriate.

(2) Self-motivation and initiative are demonstrated.

(3) An ability to provide new ideas and identify forward plans is demonstrated.

(4) Takes the lead in problem solving.

(5) Appropriate inventiveness and flair demonstrated.

g. Reflection on Own Learning Outcomes (PRA Standards: 4 – Professional Development).

(1) Ability to identify what has gone well/badly.

(2) Critical evaluation of various situations.

(3) Articulation of areas for improvement.

(4) Summary of learning outcomes from specific situations.

h. **Demonstrates Understanding, Application and Critical Assessment of Established Practices** (PRA Standards: 2 – Communication and Information Management).

(1) Implements and maintains systems correctly to monitor quality, cost and time.

(2) Defines problems and recommends solutions to improve efficiency of operations.

i. **Maintains Effective Working Relationships** (PRA Standards: 5 – Working with Others; 6 – Managing Customer Relationships).

(1) Establishes and maintains good working relationships with subordinates, peers and senior colleagues.

(2) Resolves conflicts in ways that maintain respect.

(3) Provides effective guidance and supervision to colleagues.

j. **Effective Supervision of Others in the Application and Development of Established Practice** (PRA Standards: 1 – Commitment to Professional Standards; 3 – Leadership; 4 – Professional Development; 5 – Working with Others).

1. Manages work planning and staff effectively.

(2) Contributes actively to the development of doctrine, working practices or tactics.

(3) Achieves a balance between work methods and management priorities.

(4) Understands social and legal implications of work undertaken.

k. **Application and Critical Appraisal of New Developments** (PRA Standards:

(1) Uses resources effectively in managing change.

(2) Evaluates outcomes of change against expectations.

(3) Implements modifications to resolve problems.