



TEAM WORKING COMPETENCIES

Description: the ability to build relationships and work collaboratively on productions or projects with colleagues, partners and suppliers in the screen industries.

Main task	Be able to	Understand
Build relationships with your team and other teams	<ol style="list-style-type: none"> 1. build relationships and maintain regular communication with the people in your own team, your department, and other departments 2. build relationships and communicate regularly with external teams and organisations who will be affected by decisions and activities in your work 3. use appropriate approaches to help you work effectively with people you find it difficult to agree with 4. show sensitivity to internal and external politics and recognise and respect the roles, responsibilities and priorities of others 	<ol style="list-style-type: none"> 1. the hierarchies and dynamics of any teams that you are part of 2. relevant people in your own department, other departments, suppliers or partners and their work roles and responsibilities 3. the importance of your role in the overall process and the effect that your own attitude, time management, deadlines and quality of work can have on others 4. how to work as part of a team to collaborate effectively on a production or project together 5. the planning and decision-making processes where you work 6. the importance of recognising and respecting the roles, responsibilities, needs, motivations, interests and concerns of colleagues, partners, clients and suppliers
Work effectively with colleagues, partners and suppliers in your team and other teams	<ol style="list-style-type: none"> 1. manage your own time and contribution making sure your work has a positive effect on others involved 2. deal with others in a way that encourages mutual support and trust 3. share your work with people in your team/other teams when appropriate and constructively use their feedback to revise work when required 4. share constructive ideas and suggestions with others when appropriate 5. identify when changes requested by others will have an impact on budget, timescales or other parts of the work and communicate this appropriately 6. inform others promptly of any difficulties with carrying out agreed actions or meeting commitments and negotiate and agree alternative actions 7. communicate any information, your requirements and your concerns to other teams at the appropriate time and as clearly as possible 8. take account of others' views and concerns, including their priorities, expectations and attitudes, and share your expectations with them 9. identify potential conflicts of interest and disagreements and take action to avoid or resolve them in ways that minimise impact 	<ol style="list-style-type: none"> 1. the pipeline or workflow and how your role and the roles of other colleagues and teams fit into it 2. how your role and responsibilities may need to change to handle the different requirements of different pieces of work 3. the implications of your decisions on the budgets and resources with which you are involved 4. the importance of managing others' expectations of what can be delivered and when 5. effective ways to consult with colleagues, partner organisations and suppliers on key decisions and activities 6. how to communicate effectively with colleagues and suppliers in different situations, different locations and countries including differences between face-to-face, Zoom and e-mail

	10. identify ways to improve working relationships with colleagues and other teams, seeking and providing feedback	
Use team working as a way to increase your skills and gain experience	<ol style="list-style-type: none"> 1. show others that you have a positive attitude to work, are pleasant to work with and have a long-term interest in the area where they work 2. develop relationships with experienced colleagues that allow you to learn from them 3. ask for help whenever you are uncertain about how to carry out a task or what is required 4. find out who can provide reliable support and advice so that you can develop understanding quickly and thoroughly 	<ol style="list-style-type: none"> 1. how to show others that you understand the pressures and responsibilities of work and are capable of learning 2. the layout of the workplace and how different locations and facilities are referred to 3. the roles and skills of people in your team and other teams and what you can learn from them 4. how to identify people who are reliable and open sources of information

Also see: Communication; Negotiating; Networking; Planning