Personal Accountability – Level C

**Behaviour definition**


Individuals are responsible for retaining their level of clearance. Their professional behaviour and private profile must demonstrate the integrity, reliability and trustworthiness expected of staff with privileged access. They will:

- adhere to NCA policy and guidelines
- report any security concerns they have about colleagues or contacts
- notify changes in personal circumstances and personal matters that have security implications and seek help
- keep a discreet private profile
- share information only with those who have a need to know
- use the appropriate channels to raise concerns.

**Level definition**

Is accountable for team performance and success. Provides support and contributes to the performance of the business area. Manages own workload and, where applicable, the workload of others.

**Positive indicators**

- Takes ownership for the work within the team to deliver to time, and agreed quality standards.
- Drives own personal development and develops own skills and knowledge.
- Takes personal responsibility for own actions.
- Is willing to take on responsibility and works to overcome obstacles, to ensure delivery of targets and achievement of results.
- Responds logically and decisively in difficult situations.
- Ensures that team understand the standards of professionalism expected of them.
- Abides by the law, policies and procedures.