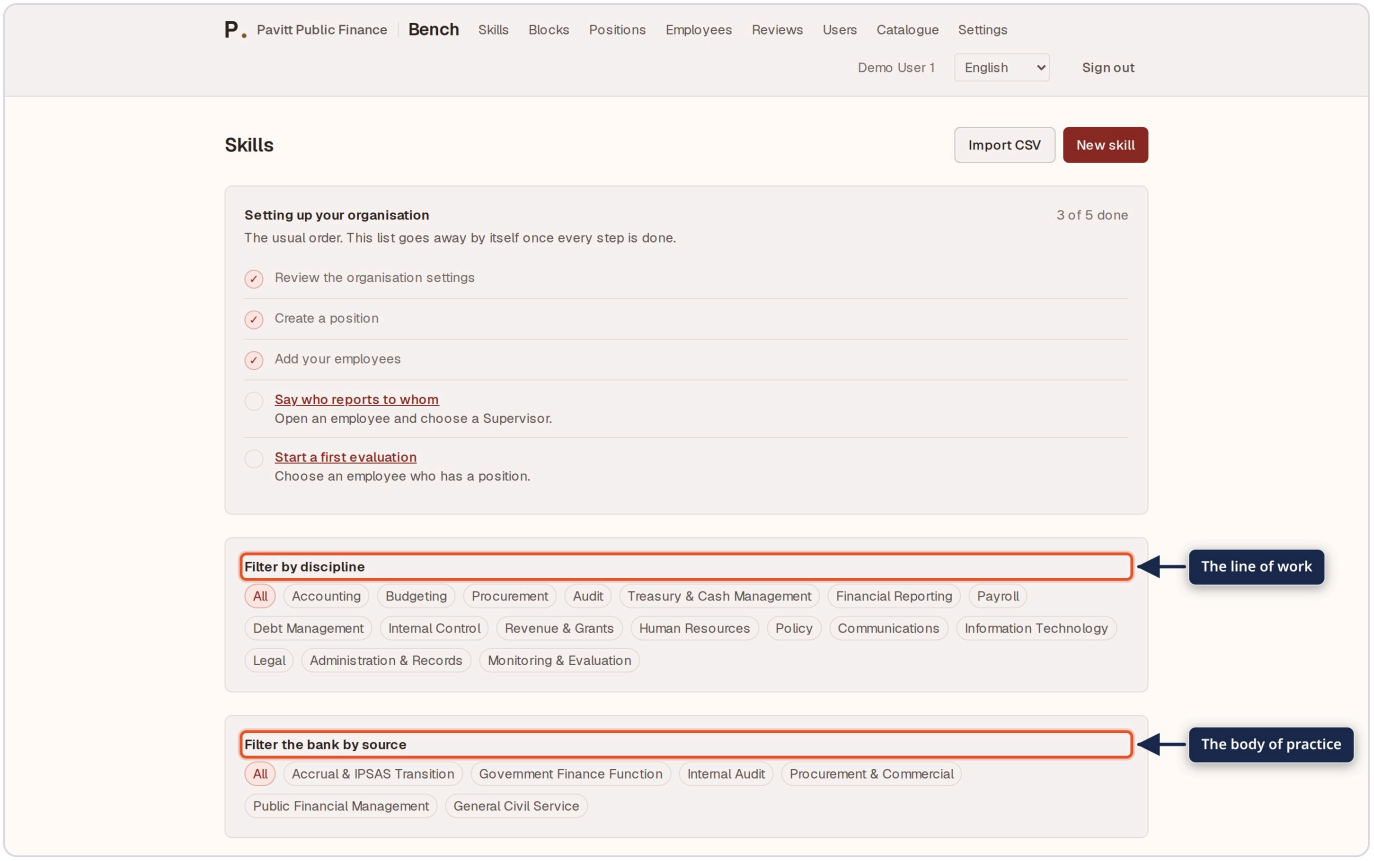
P. Pavitt Public Finance

Bench: choosing skills and building blocks

English · 6 November 2026 · Steps: 7

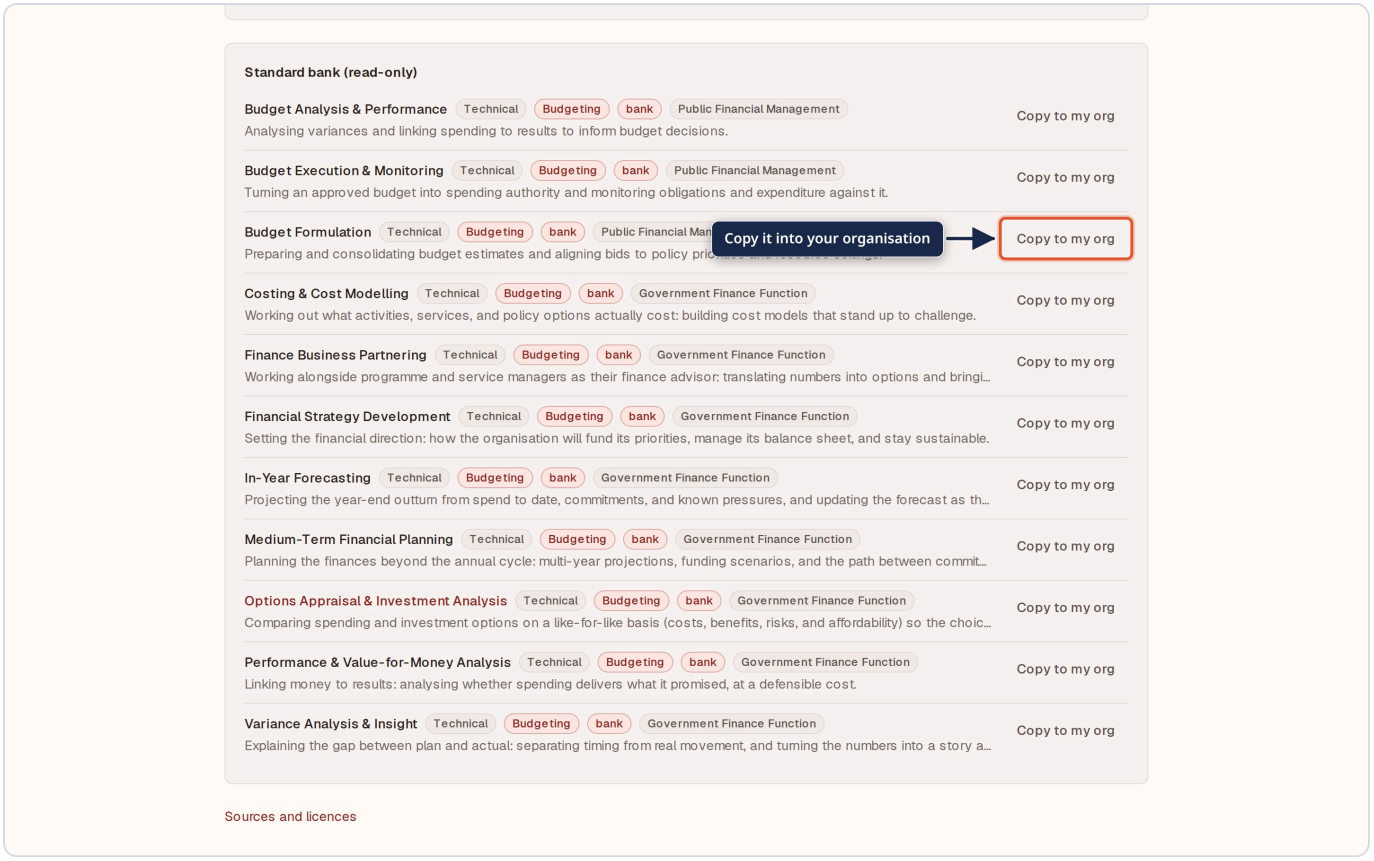
1 Step 1 — Three ways to narrow the bank

The standard bank holds one hundred and fifty skills, so start by narrowing it. Filter by discipline to see the skills of one line of work, such as budgeting or procurement. Filter by source to see one body of practice, such as internal audit or the general civil service. Every skill also sits in a category: technical, behavioural, leadership or general.



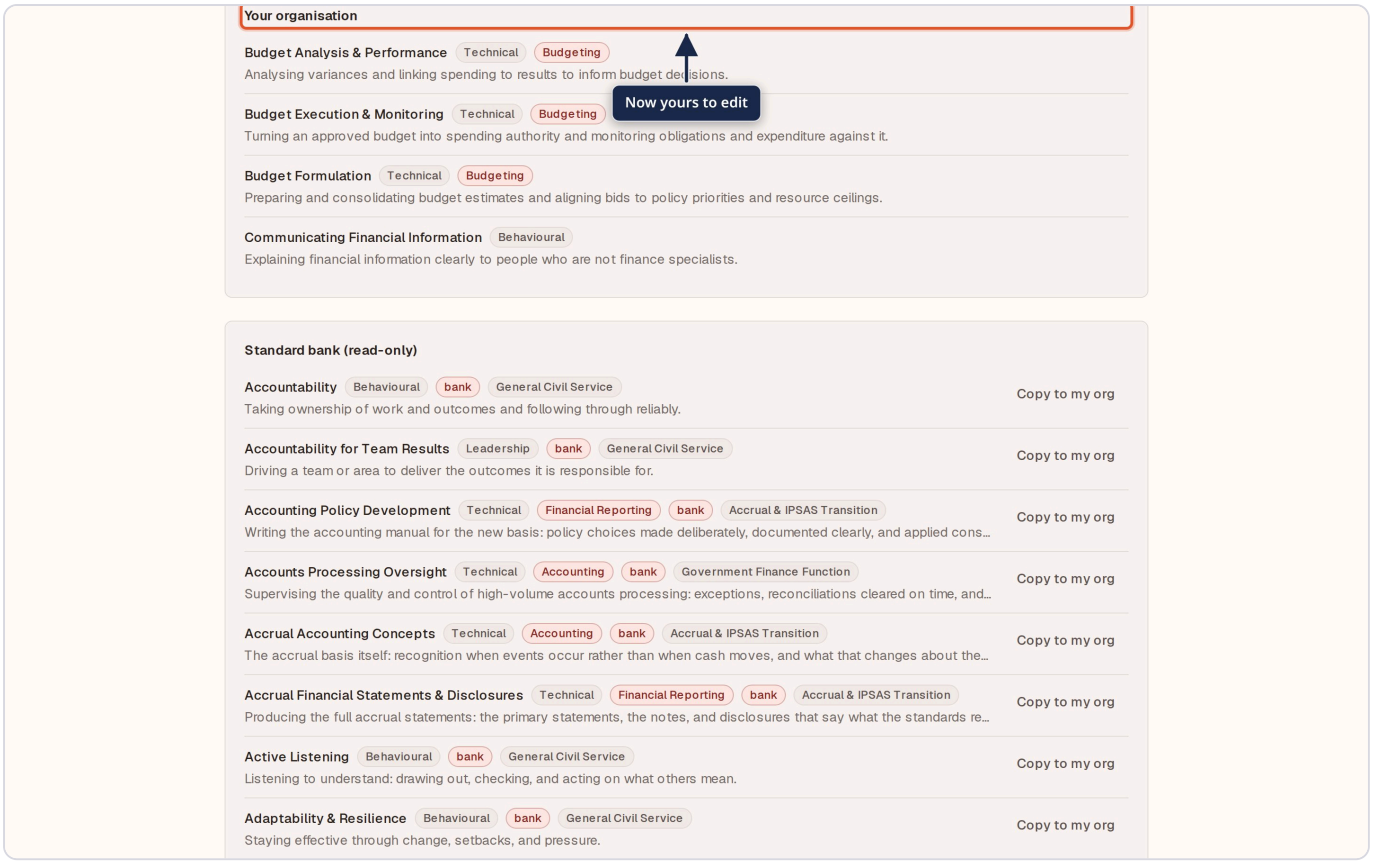
2 Step 2 — Choose by what the person actually does

Here is the budgeting discipline. Read the one-line description under each skill and ask whether this job really does it. Say we are building a budget team: they prepare the estimates and analyse spending against them. So we take Budget Formulation, and Budget Analysis and Performance. Select Copy to my org for each.



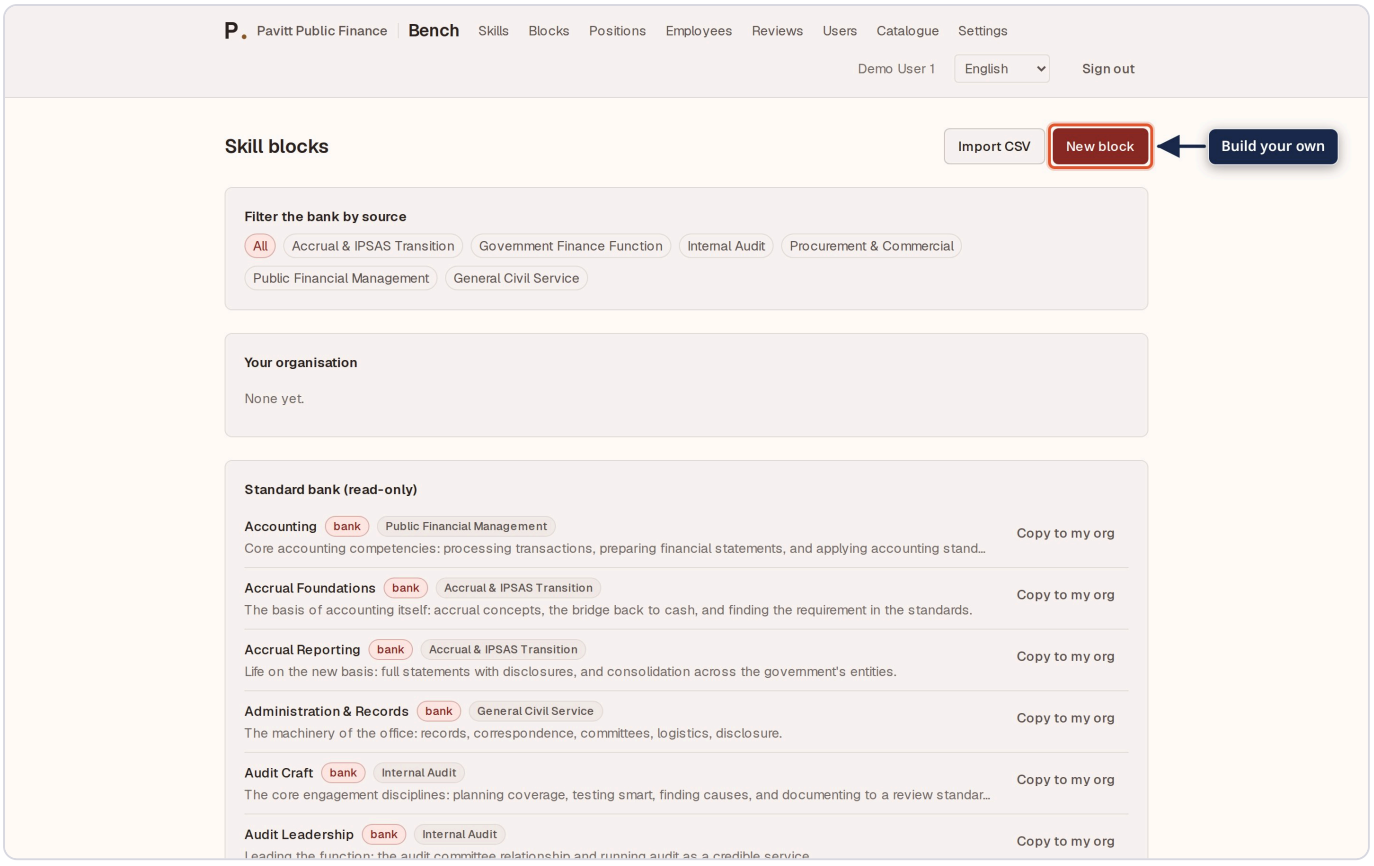
3 Step 3 — Your copies, ready to adjust

Both now sit under Your organisation, beside any skills you copied earlier, each with its five proficiency levels. Open one to reword the levels in your department's own language; the bank original is never changed. If nothing in the bank fits, New skill lets you write one from scratch.



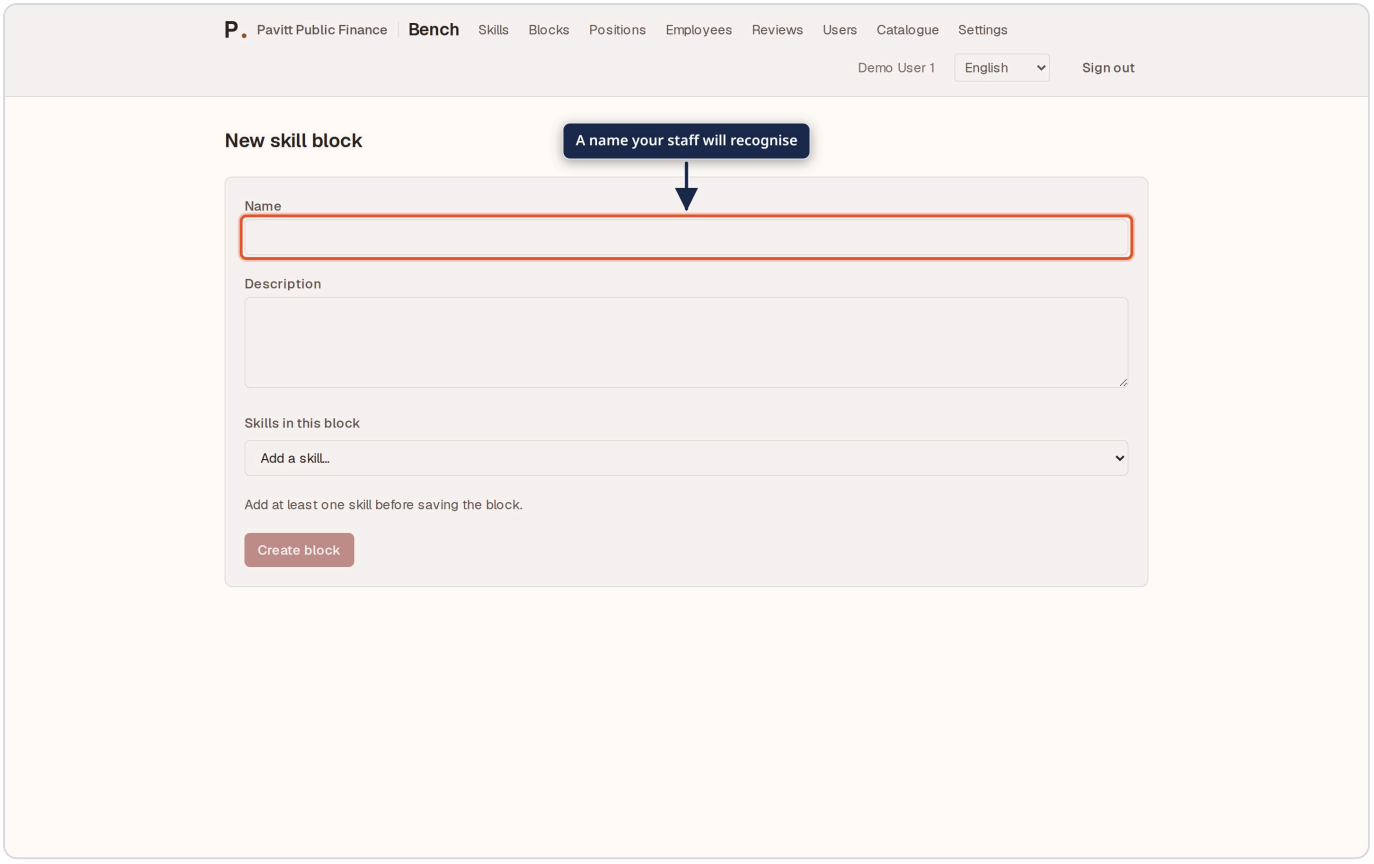
4 Step 4 — Blocks: skills that travel together

A block is a named group of skills that belong together, so you can give a whole set to a position in one step instead of adding skills one by one. The bank offers ready-made blocks for each source, such as Budgeting or the Behavioural Core that suits any post. Copy one, or build your own.



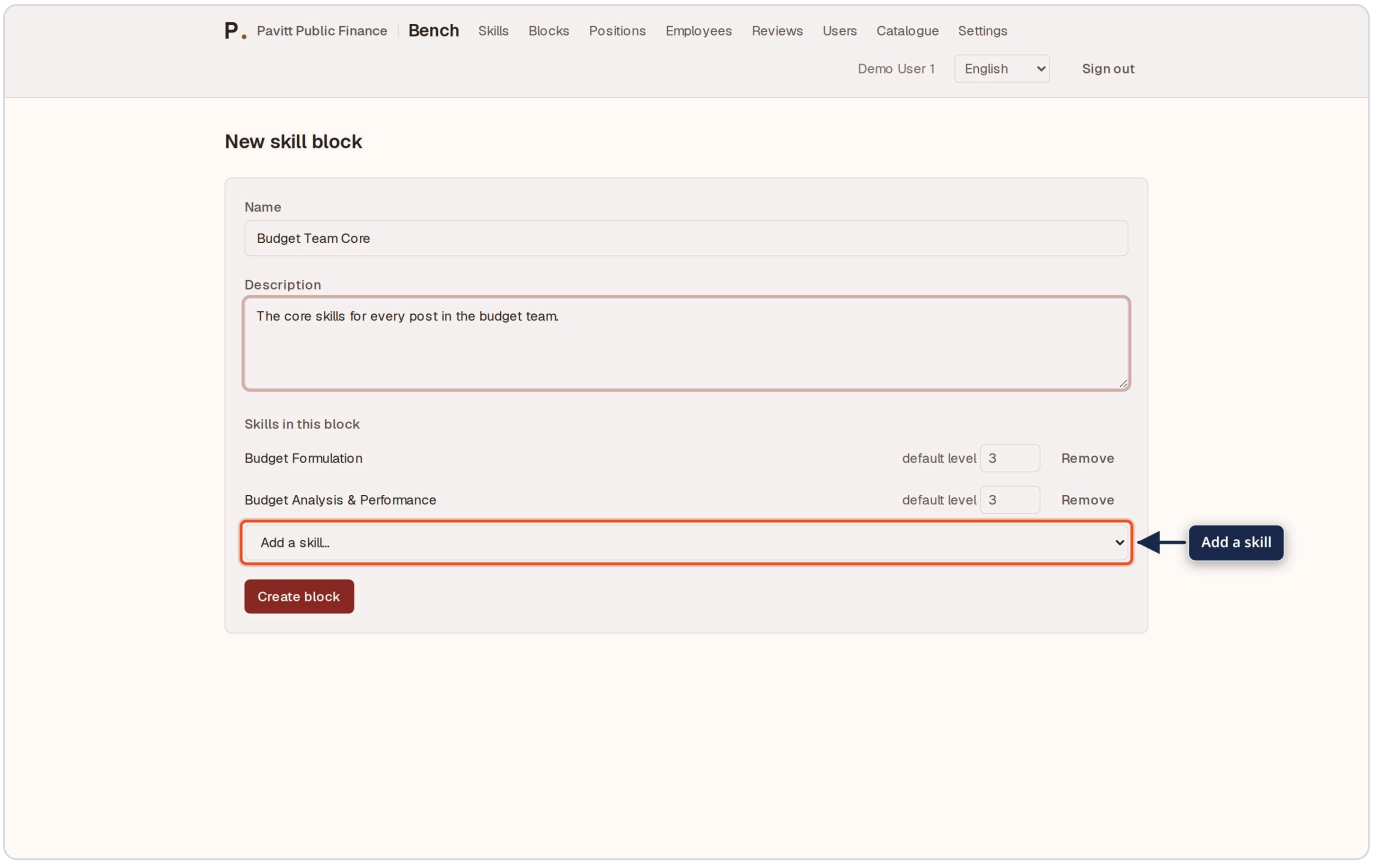
5 Step 5 — Name the block

Give the block a name your staff will recognise and a short description of who it is for. We call ours Budget Team Core.



6 Step 6 — Add its skills

Now add the skills from the list, one at a time. Your own copies appear by name; bank skills are marked bank. We add the two we just copied. Each skill comes into the block with a default level. Select Create block.



7 Step 7 — The block, ready to use

Here is the saved block, open for editing. Each skill carries a default level, which you can change here, and you can add or remove skills at any time. When you set up a position, apply the block from the position's page and its skills arrive together.

