



Finance People Capability Framework - APS1



Lead

Integrity: Behave in an honest, ethical and professional way. Follow the Code of Conduct and report concerns to your supervisor.

Stewardship: Meet client needs by listening, responding to feedback and meeting service expectations.

Judgement: Find and check information. Consider issues, and seek direction from your supervisor if they pose risks.

Courage: Offer your own view, ask questions and make suggestions.

Performance: Manage your workload effectively, following agreed priorities and timelines with supervisor direction. Take on extra work as needed.



Collaborate

Negotiation: Prepare in advance and check to make sure your information is accurate.

Consultation: Work as a cooperative team member. Build effective working relationships.

Inclusion: Treat others with respect, listen to other viewpoints and make an effort to understand other people's perspectives.

Communication: Communicate routine information clearly.

Insight: Show awareness of your emotions and seek direction from your supervisor when needed.



Achieve

Results: Meet deadlines and complete basic work to the agreed standard with direction from your supervisor.

Influence: Explain your reasoning when making suggestions and recommendations.

Accountability: Take responsibility for your actions.

Service: Understand service delivery expectations, take responsibility and seek direction to ensure service standards are met.

Initiative: Offer to help during busy times.



Think

Planning: Plan ahead, anticipating issues that may impact your work. Take steps with direction to manage these.

Strategy: Be aware of how your work contributes to team priorities.

Innovation: Be open to new ideas and suggest ways to improve your workflow.

Commercial: Use time and resources efficiently to minimise costs.

Analytics: Think critically, and use basic information and technologies effectively.



Learn

Agility: Be willing to deploy your skills where and when they are needed.

Resilience: Stay calm and focused in challenging situations, seeking direction as needed.

Mobility: Share information and knowledge, and embrace opportunities to improve and learn new skills.

Improvement: Learn from your mistakes and support better ways of doing business.

Responsiveness: Show interest in people and ideas. Share your views appropriately and act constructively on feedback.



Know

This incorporates the technical skills, professional qualifications and experience that is required to undertake the job.