



Finance People Capability Framework - APS2



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 guidance 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 guidance. Take on extra work as needed.



Collaborate

Negotiation: Liaise with stakeholders on routine issues. Prepare in advance and check to make sure your information is accurate.

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

Inclusion: Treat others with respect, listen to other viewpoints and consider other people's perspectives.

Communication: Communicate effectively in Plain English.

Insight: Show awareness of your emotions and seeking guidance from your supervisor when needed.



Achieve

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

Influence: Influence outcomes in routine situations with your considered arguments and clear communication.

Accountability: Take responsibility for your actions, with some thought to their likely impact.

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

Initiative: Look for ways to contribute and offer help.



Think

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

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

Innovation: Find ways to improve your workflow and implement these with supervisor guidance.

Commercial: Use time and resources efficiently to minimise costs. Consider value-for-money.

Analytics: Think critically, and work effectively with basic data and technologies.



Learn

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

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

Mobility: Share information and knowledge, and look for ways to improve and learn new skills.

Improvement: Learn from your mistakes and embrace 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.