



# Treasury Capability Framework

The Treasury Capability Framework is based on the Australian Public Sector Commission and WA Public Sector Commission Capability and Leadership Frameworks. The Framework outlines the capabilities and associated expected behaviours that are required for successful performance at Treasury. The Framework incorporates Treasury's values and aligns with Treasury's strategic goals. It aims to ensure there are consistent expectations of skills and behaviours throughout the employee lifecycle. It is designed to be used for recruitment, learning and development, performance management, leadership progression and succession management.





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The table below outlines the descriptors and behavioural indicators for each capability relevant to that level, where descriptors are in bold and italicised it represents a variation from the previous level. This is designed primarily to be utilised during Development and Performance agreements, leadership development and during recruitment processes.

Level 1					
Capabilities	Strategy and Analysis	Achieves Results	Builds Productive Relationships	Displays Personal Drive and Integrity	Communicates and Influences Effectively
Descriptor	Gathers and evaluates information.	Works independently and as part of a team. Displays a strong work ethic.	Builds trust and works as an effective team member.	Displays judgement and professionalism.	Communicates information in a clear manner.
Behavioural Indicators	<b>Thinks strategically and supports the strategic direction</b> <ul style="list-style-type: none"> <li>Understands and supports Treasury's vision, values and strategic goals.</li> <li>Recognises how own work contributes to the achievement of team work plans.</li> </ul>	<b>Proactively manages work</b> <ul style="list-style-type: none"> <li>Takes personal responsibility for accurate completion of work.</li> <li>Follows direction provided by supervisor and seeks assistance and guidance when required.</li> <li>Works independently on routine tasks</li> <li>Keeps supervisor informed on work progress and promptly alerts supervisor if work is behind schedule.</li> </ul>	<b>Builds trust and operates as an effective team member</b> <ul style="list-style-type: none"> <li>Builds and sustains positive relationships with team members and stakeholders.</li> <li>Actively participates in team activities and contributes to team discussions.</li> <li>Works closely with team members to achieve results and operates as an effective team member.</li> </ul>	<b>Demonstrates professionalism</b> <ul style="list-style-type: none"> <li>Adopts a principled approach and adheres to Treasury's Values and Code of Conduct.</li> <li>Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.</li> <li>Displays judgement and respect and is aware of the impact of own behaviour on others.</li> </ul>	<b>Communicates clearly</b> <ul style="list-style-type: none"> <li>Communicates messages clearly and concisely.</li> <li>Focuses on key points and uses appropriate language.</li> <li>Structures written and oral communication so it is easy to follow.</li> </ul>
	<b>Displays innovative thinking</b> <ul style="list-style-type: none"> <li>Demonstrates an awareness of issues that may impact on designated work tasks.</li> <li>Recognises the need for improved work practices</li> <li>Participates in discussions around issues and refers problems to supervisor.</li> </ul>	<b>Work with others to achieve agreed outcomes (KLB)</b> <ul style="list-style-type: none"> <li>Shares information with others.</li> <li>Contributes own expertise to achieve outcomes for the team and supports the contributions of others.</li> <li>Maintains accurate recordkeeping.</li> </ul>	<b>Understands the needs and interests of internal and external stakeholders (KLB)</b> <ul style="list-style-type: none"> <li>Actively listens to colleagues and stakeholders.</li> <li>Responds under direction to changes in stakeholder needs and expectations.</li> </ul>	<b>Provides frank and fearless advice</b> <ul style="list-style-type: none"> <li>Provides accurate advice on less complex issues.</li> <li>Acknowledges mistakes and learns from them.</li> <li>Seeks guidance and advice when required.</li> </ul>	<b>Tailors communication for the target audience</b> <ul style="list-style-type: none"> <li>Adapts communication style and approach to ensure they address the needs of different people or audiences.</li> <li>Listens carefully to others and checks to ensure their views have been understood.</li> <li>Checks own understanding of others' comments.</li> </ul>
	<b>Analyses and evaluates</b> <ul style="list-style-type: none"> <li>Knows where to find information, and asks questions to ensure a better understanding of issues.</li> <li>Seeks guidance to determine what information should be conveyed to others.</li> <li>Researches information relevant to work tasks and responsibilities and evaluates work.</li> </ul>	<b>Responds positively to change and displays resilience</b> <ul style="list-style-type: none"> <li>Responds in a positive manner to change and remains calm under pressure.</li> <li>Is adaptable and flexible to accommodate the changing needs of the team.</li> </ul>	<b>Values individual differences and diversity</b> <ul style="list-style-type: none"> <li>Understands, values and responds to different personal styles.</li> <li>Tries to see things from different perspectives.</li> <li>Treats people with respect and courtesy.</li> </ul>	<b>Actively contributes to the continual development of themselves (KLB)</b> <ul style="list-style-type: none"> <li>Seeks feedback from others and acts on constructive feedback.</li> <li>Understands areas of strengths and works with supervisor to identify development needs.</li> <li>Seeks self-development opportunities.</li> </ul>	<b>Considers alternative perspectives and negotiates</b> <ul style="list-style-type: none"> <li>Listens to, and considers different ideas.</li> <li>Discusses issues and differing points of view in a calm and measured manner.</li> </ul>