



Government of **Western Australia**
Department of Treasury

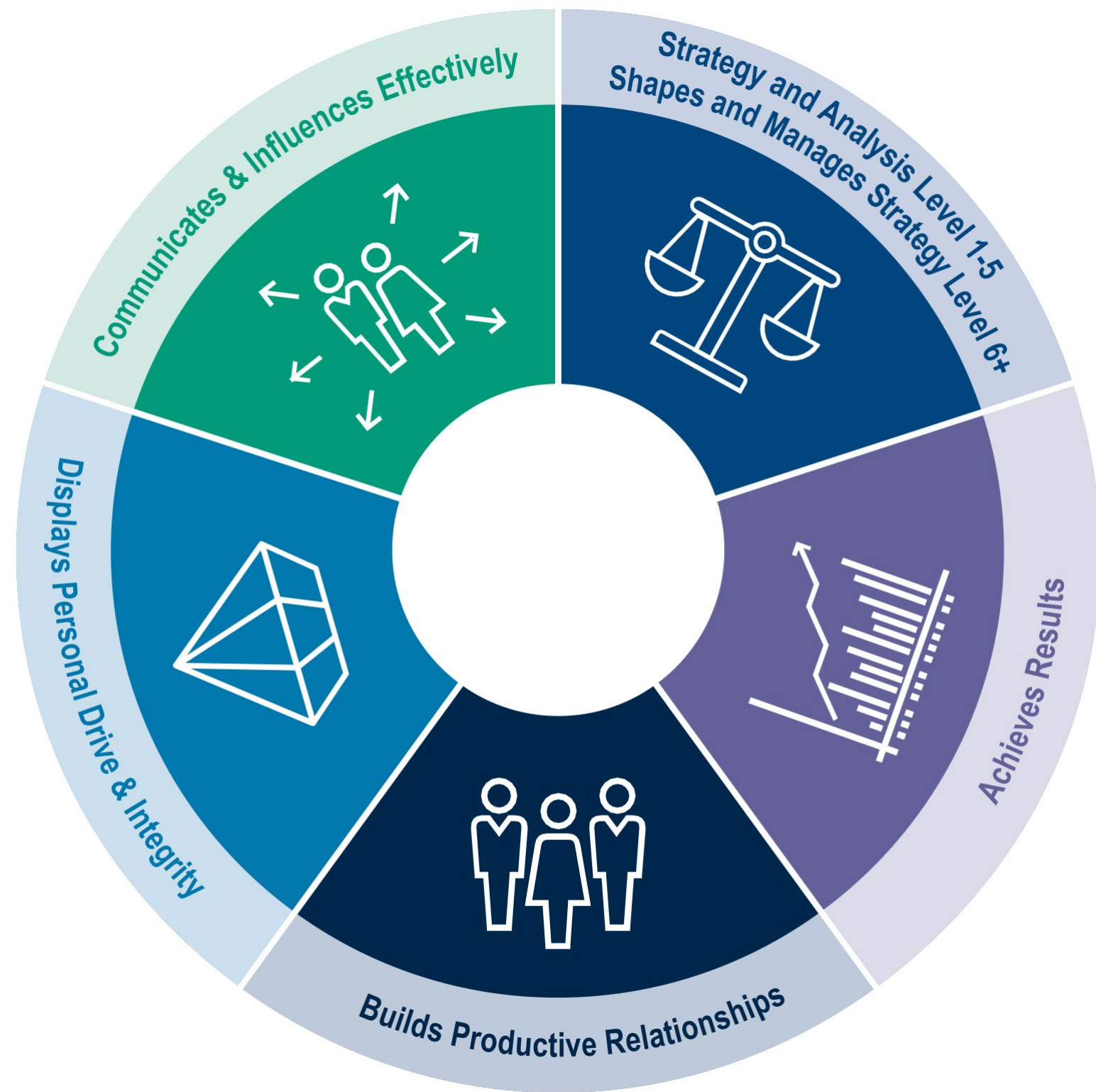
Department of Treasury

Capability Framework

Updated February 2021

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.



The table below outlines the descriptors and behavioural indicators for each of the five capabilities 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 5 Behavioural Indicators per Capability				
Strategy and Analysis	Achieves Results	Builds Productive Relationships	Displays Personal Drive and Integrity	Communicates and Influences Effectively
<p>Anticipates, analyses and evaluates information. Displays innovative thinking and is solutions focused.</p>	<p>Works independently and proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.</p>	<p>Builds trust and effectively works together with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.</p>	<p>Displays judgement, initiative and professionalism. Proactively seeks to continually learn and develop.</p>	<p>Communicates complex information in a clear and effective manner for the target audience.</p>
<p>Thinks strategically and supports the strategic direction</p> <ul style="list-style-type: none"> Understands and supports Treasury's vision, values and strategic goals. Understands the relationship between organisational goals and operational tasks and contributes to the development of plans, strategies and team goals. Identifies broader influences that may impact on the team's work objectives. 	<p>Proactively manages work</p> <ul style="list-style-type: none"> Takes personal responsibility and displays initiative and drive to ensure a quality work outcomes are delivered. Establishes task plans and work/project plans with measurable milestones to deliver objectives and only seeks guidance from supervisor when required. Works independently on most tasks and proactively seeks out more challenging work. Monitors project progress, adjusts plans as required to ensure project completion. Keeps supervisor informed on work progress and promptly alerts supervisor if work is behind schedule. 	<p>Builds trust and operates as an effective team member</p> <ul style="list-style-type: none"> Builds and sustains positive relationships with team members and stakeholders. Actively engages in team activities and contributes to team discussions. Works collaboratively and operates as an effective team member to achieve results. 	<p>Demonstrates professionalism</p> <ul style="list-style-type: none"> Demonstrates Treasury's Values and adheres to the Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Displays judgement and respect. Reflects on own behaviour and recognises the impact on others. 	<p>Communicates clearly</p> <ul style="list-style-type: none"> Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Structures written and oral communication to ensure clarity. Selects the most appropriate medium for conveying information.
<p>Displays innovative thinking</p> <ul style="list-style-type: none"> Participates in and contributes to team/unit initiatives to resolve common issues or barriers to effectiveness. Identifies and shares business process improvements to enhance effectiveness. Identifies and implements improved work practices. 	<p>Work with others to achieve agreed outcomes</p> <ul style="list-style-type: none"> Shares knowledge and actively seeks out the knowledge and skills of others within Treasury. Contributes own expertise and supports the contributions of others. Maintains information and knowledge through effective document management. 	<p>Understands the needs and interests of internal and external stakeholders</p> <ul style="list-style-type: none"> Actively listens to colleagues and stakeholders. Involves others and recognises their contributions. Is responsive to changes in stakeholder needs and expectations. 	<p>Provides frank and fearless advice</p> <ul style="list-style-type: none"> Provides accurate, objective and balanced advice on issues. Acknowledges mistakes and learns from them. Seeks guidance and advice when required. 	<p>Tailors communication for the target audience</p> <ul style="list-style-type: none"> Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments.
<p>Analyses and evaluates</p> <ul style="list-style-type: none"> Undertakes objective, systematic analysis and draws accurate conclusions and recommendations based on evidence. Draws on information from diverse sources and evaluates. Uses experience and stakeholder feedback to analyse what information is important and how it should be used. 	<p>Responds positively to change and displays resilience</p> <ul style="list-style-type: none"> Responds in a positive and flexible manner to change and uncertainty. Demonstrates flexibility and copes effectively with work changes and shifting priorities. Shares information with others and encourages cooperation in coping with change. 	<p>Values individual differences and diversity</p> <ul style="list-style-type: none"> Recognises the different working styles of individuals, and factors this into the management of tasks. Recognises the positive benefits that can be gained from diversity, and explores diverse points of view. Tries to see things from different perspectives. Treats people with respect and courtesy. 	<p>Actively contributes to the continual development of themselves</p> <ul style="list-style-type: none"> Seeks out and acts on constructive feedback from supervisor and stakeholders. Communicates areas of strengths and identifies and acknowledges development needs. Identifies and actively seeks learning and development opportunities. 	<p>Considers alternative perspectives and negotiates</p> <ul style="list-style-type: none"> Listens to, and considers different ideas and discusses issues credibly and thoughtfully. Approaches negotiations with a clear understanding of key issues, stakeholder expectations and the desired outcomes. Discusses issues and differing points of view in a calm and measured manner.