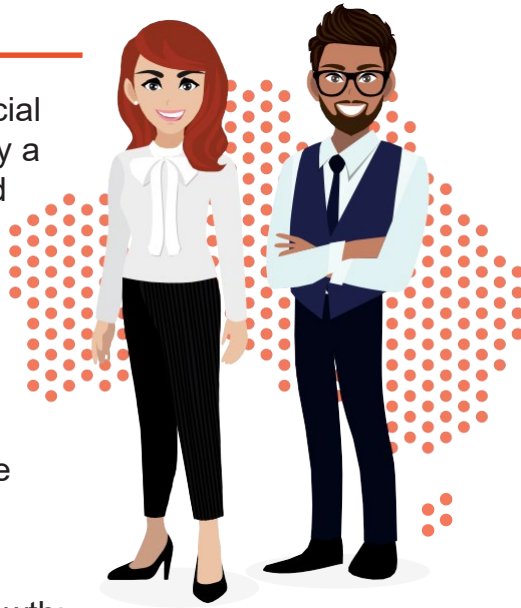




“As a member of the Financial Policy Directorate, I embody a commitment to learning and intellectual curiosity. My role demands agility and flexibility to adapt to evolving challenges. I am predisposed to seek a source of truth and solve problems. I demonstrate the following behaviours:

- Championing continuous learning and personal growth;
- Willingness to develop innovative solutions;
- Adaptability to dynamic and changing environments;
- Proactivity in addressing and solving complex issues;
- Promoting an understanding of shared objectives to stakeholders; and
- Upholding professionalism and adherence to compliance standards.



My responsibilities

The Financial Policy Directorate is a service delivery area that establishes and maintains financial framework structures, provides policy support to all areas of the organisation and delivers on a range of reporting obligations.

My day-to-day activities may include:

1. Maintaining framework instruments including instructions and delegations from the Secretary of Defence.
2. Development and updating of financial policy matters within the remit of the team.
3. Providing technical and policy advice to stakeholders across Defence on complex financial policy matters.
4. Maintaining grant policy and providing advice to Defence grant program areas
5. Drafting or clearing briefs and submissions for Defence senior executives or Ministers.
6. Managing and resolving queries from across the organisation.
7. Collaborating with stakeholders both internal and external to Defence to deliver strategic objectives.

My skills

The skills I need include:

1. **Attention to detail** to ensure accuracy and completeness in documenting records.
2. **Critical thinking** to analyse complex financial and policy data in order to make informed recommendations.
3. **Ability to interpret and apply** relevant legislative policy and regulatory frameworks to provide advice and guidance.
4. **Collaboration skills** to build strong relationships with stakeholders across various Groups and Divisions.
5. **Interpersonal skills** to understand stakeholder needs and address concerns effectively.
6. **Communication skills** to convey complex financial concepts clearly to diverse audiences.
7. **Time management skills** to manage competing priorities, deadlines and risks independently to deliver high-quality outputs.
8. **Problem-solving** to resolve issues as they arise and provide advice based on limited information and in limited time.
9. **Resilience** to remain calm and focused under pressure.

What I need to know

Depending on my role and level, I need to develop proficiency in the Government and Defence frameworks (some frameworks more than others):

PGPA Act – provides the framework for governance, accountability and financial management in the public sector.

Accountable Authority Instructions (AAIs) – internal policies ensuring compliance with the finance law.

Financial Management Framework – guides budgeting, forecasting, and financial reporting.

Corporate Governance – emphasises internal controls, reporting structures, and compliance with strategic objectives.

Process Improvement – how elements of a function interacts with the framework in order to enhance or redesign financial processes and procedures.

In addition, I need to understand my clients’:

- Organisational structure and hierarchy within Defence;
- Operational challenges and priorities; and
- Cultural nuances that may impact policy adherence and implementation.

Succeeding in my role

I achieve the most value and success in my role when I am:

1. **Ensuring frameworks comply** with legislative and regulatory frameworks.
2. **Providing clear and actionable** policy guidance.
3. **Trusted** by my internal and external clients.
4. **Proactive** in developing and maintaining my understanding of Defence policies, procedures and timeframes.
5. **Developing and maintaining** strong relationships with stakeholders and effectively addressing their needs and concerns.
6. **Maintaining effective data records** that are well-organised and up-to-date.
7. **Consistently delivering** reports and briefs on time, meeting both internal and external reporting requirements.
8. **Implementing policies** based on best practice and evolving needs.
9. **Actively engaged** with DFG colleagues to share information and learn from their experiences.

Technology and system usage

In adapting to evolving technology and processes, I use Defence systems to optimise workflow and ensure alignment with organisational standards. I demonstrate the following aptitudes:

- **Proficiency in adopting and mastering new tools and platforms** to support business processes and accurate data management;
- **Streamlining workflow** through effective use of available technologies;
- **Ensuring compliance and security** in digital environments to align system use with organisational policies and standards; and
- **Continuous improvement mindset** to encourage technological solutions, optimise policy processes and enhance team productivity.