



Australian Government

DEFFIN023 Contribute to management of the public sector finance function

Release: 1

DEFFIN023 Contribute to management of the public sector finance function

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide management of projects, programs and activities within the public sector Finance Domain management function.

This unit applies to those responsible for the development or management of the public sector Finance Domain.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking management tasks within the Finance Domain. They would perform complex tasks in familiar context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Facilitate effective communication	1.1	Follow standardised communication processes and strategies
	1.2	Implement consultation strategies to ensure stakeholder input into planning and decision making
	1.3	Facilitate the collection of feedback
2 Develop and maintain productive working relationships	2.1	Identify the value and benefits of networks and other work relationships for the team and the organisation
	2.2	Gain and maintain the trust and confidence of colleagues
	2.3	Adjust interpersonal style and methods to the environment
3 Participate in continuous improvement	3.1	Promote innovation in line with the vision and objectives of the organisation
	3.2	Participate in development and innovation initiatives
	3.3	Prioritise competing demands to achieve team and organisational objectives
4 Manage Finance Domain project	4.1	Contribute to the definition of project scope
	4.2	Provide input to a project timetable
	4.3	Monitor the progress and completion of project tasks
	4.4	Identify risks to project completion
	4.5	Complete project deliverables

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFFIN023 Contribute to management of the public sector finance function

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating ideas and information
- facilitating two-way flow of information
- identifying and resolving problems
- monitoring task performance
- prioritising work requirements
- supporting project development, implementation and management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- effective communication and stakeholder management techniques
- key subject matter experts
- relevant legislation and organisation policies and procedures
- the organisational structure, roles and responsibilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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