Australian Government
Defence

Cost Analyst

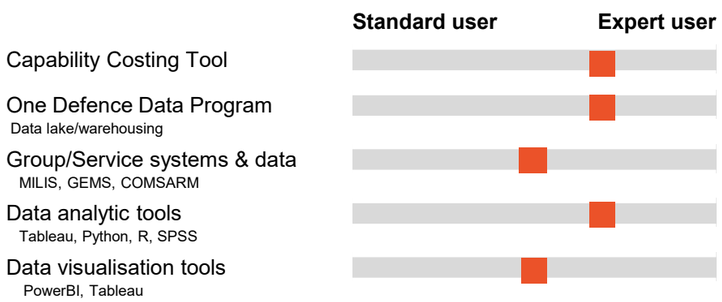
"As Cost Analyst, I collect and analyse historical and raw data to explore cost relationships and support the development of cost estimates.

I support the development of better-informed cost estimates and business cases for senior Defence decision-makers.

I demonstrate the following behaviours:

- working with the costing community to deliver insights into the cost of delivering capability;
- building cost literacy and capability across Defence capability and cost professionals;
- providing evidence-based advice on capability cost risk and uncertainty;
- pursuing new and innovative approaches to capability cost data analysis and delivering advice; and
- contributing to strategic planning, program and project management and policy development."

System usage



My responsibilities

In my day-to-day activities I may:

1. Assist in curating and normalising data and information for use in data analysis.
2. Undertake data analytics to establish relationships between capability variables.
3. Analyse patterns in risk and contingency realisation for capability projects.
4. Estimate and review the Total Cost of Ownership of capability to inform decision-makers and for future capabilities.
5. Review historic data to identify gaps and opportunities in data structures and practices.
6. Analyst cost estimates and provide advice to senior management to support the decision-making process.
7. Develop indicative cost estimates using high level models to assess the impact of trade off proposals.
8. Review policy, processes, methods, tools and training to provide feedback and suggestions.
9. Communicate with team members and key stakeholders in the development and analysis of cost estimates.

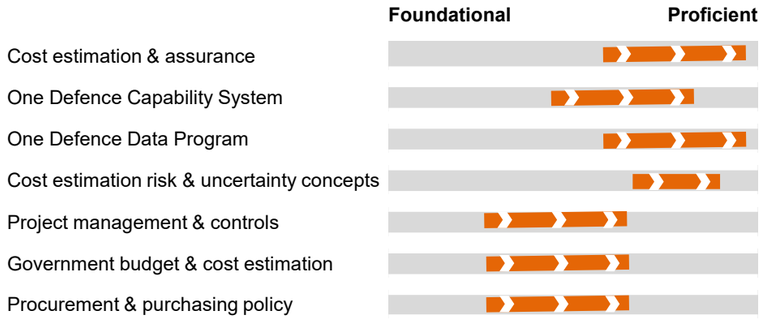
My skills

The skills I need include:

1. **Communication** and interpersonal relationship skills to engage and build trust with multiple stakeholders.
2. **Data and analytics** ability to undertake technical and complex data analytics to produce insights.
3. **Mentoring** to build data literacy and technical skills in my area and across the broader cost professional community.
4. **Cost estimation** to understand the data requirements of cost professionals.
5. **Defence knowledge and networking** to understand the broader needs, processes, business and priorities of the capability community to guide data analytics.
6. **Critical thinking** to describe themes and frame approaches tailored to the audience based on complexity and risks.
7. **Resilience, initiative and drive** in challenging situations.
8. **Coordination and facilitation skills** to influence and meet the requirements of multiple clients.

What I need to know

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



In addition, I need to understand my stakeholder's:

- Product Delivery Schedules;
- Contracts, cost drivers and cost indices;
- Financial performance, forecasts and pressures; and
- Industry engagement and contractor arrangements.

Succeeding in my role

I find most value and success in my role where I am:

1. **Trusted** by senior officers in the provision of evidence-based advice.
2. **Well versed** in better practice data analytics and cost estimation.
3. **Developing and maintaining** professional relationships with the project team and stakeholders across Defence.
4. **Responsive** in providing timely, holistic and cohesive advice tailored to the differing needs of my stakeholders.
5. **Provided flexibility** to analyse and develop tailored solutions in the correct context.
6. **Sought out** for the **insights** I can provide beyond that of budget and transaction processing.
7. **Interpreting, challenging and explaining** the data I receive before I present to my stakeholders.
8. **Kept informed** with strategy and change in Groups, Services and the broader Defence Enterprise.
9. **Supported** in building capability and continuing to learn.

To defend Australia and its national interests in order to advance Australia's security and prosperity
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