



“As a Cost Assurer, I review cost estimates and supporting evidence to provide decision makers with an independent assessment of technical cost factors.

I demonstrate the following behaviours:

- collaborating in partnership across the Defence costing community to standardise and deliver better practice cost assurance;
- working together with assurance partners to provide consistent, reliable and trusted technical advice and support;
- engaging early with project teams and cost professionals with a focus on opportunities to develop the most robust and defensible cost estimates; and
- networking and building connections across the Defence capability community and Central Agencies to champion Defence cost estimation standards.”



## My responsibilities

Cost assurance may be my primary role, or a role performed in conjunction with other responsibilities. In my day-to-day activities I may:

1. Provide iterative support and assurance for cost professionals and project teams across the One Defence Capability System (ODCS) phases.
2. Understand and/or undertake the Technical Cost Assurance Reviews (TCAR) to support Defence Capability decision makers and government.
3. Provide support to cost professionals to identify and address issues prior to committee submission.
4. Upon submission to committees, assure cost estimates in accordance with the Defence cost estimation standards.
5. Engage with project teams to support them to address any cost-related outcome following Gate Review for government approval.
6. Work in partnership with Groups, Services and Central Agencies to streamline and deliver cost assurance practices.
7. Attend Centrals pre-briefing for Investment Committee (IC) to provide clarity when requested by the project teams and/or assurance partners.
8. Upon receipt of Government approval, confirm the transfer minute and journal to reflect the approval cost estimates.
9. Contribute to the design of the TCAR database to improve insights and support decision making.

## My skills

The skills I need include:

1. **Communication** and interpersonal relationship skills to engage and build trust with multiple stakeholders.
2. **Cost estimation** to assure cost estimates in line with Defence cost estimation standards across the One Defence Capability System (ODCS) phases.
3. **Defence knowledge and networking** to understand the needs, processes, business and priorities of my stakeholders to guide the development of cost estimates.
4. **Analysis and report writing** skills to evaluate and provide an overall assessment of cost estimates.
5. **Critical thinking** to describe themes and frame approaches that are tailored to the audience based on complexity and risks.
6. **Resilience, initiative and drive** in challenging situations.
7. **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):

	Foundational	Proficient
Cost estimation & assurance	Progress bar (approx. 75%)	Progress bar (approx. 95%)
One Defence Capability System phases	Progress bar (approx. 60%)	Progress bar (approx. 85%)
Government budget policy & rules	Progress bar (approx. 50%)	Progress bar (approx. 75%)
Internal budget processes & approvals	Progress bar (approx. 40%)	Progress bar (approx. 65%)
Risk & uncertainty concepts	Progress bar (approx. 30%)	Progress bar (approx. 55%)
Project management & controls	Progress bar (approx. 20%)	Progress bar (approx. 45%)
Management & cost accounting	Progress bar (approx. 15%)	Progress bar (approx. 40%)
Procurement & purchasing policy	Progress bar (approx. 10%)	Progress bar (approx. 35%)

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 project teams and cost professionals and engaged early to contribute to the development of reliable and robust cost estimates.
2. **Well versed** in the tools, frameworks, policies and processes to ensure Defence cost estimation standards are upheld.
3. **Developing and maintaining** professional relationships with my stakeholders and assurance colleagues.
4. **Responsive** in providing timely, holistic and cohesive advice tailored to the differing needs of my stakeholders.
5. **Interpreting, challenging and explaining** the data I receive before I pass it on to my stakeholders.
6. **Across upcoming demands and taskings** so that I can manage priorities and competing demands.
7. **Kept informed** with strategy and change in cost assurance and the broader Defence Enterprise.
8. **Continuing to learn** through ongoing professional development and networking opportunities to build a connected cost community.

## System usage

	Standard user	Expert user
Capability Costing Tool	Progress bar (approx. 10%)	Progress bar (approx. 25%)
Purchasing ROMAN, MyFi, CMS, MILIS, GEMS	Progress bar (approx. 20%)	Progress bar (approx. 35%)
Local Costing Software ACEIT, TruePlanning, CatLoc	Progress bar (approx. 30%)	Progress bar (approx. 45%)
Group/Service systems & data MILIS, GEMS, COMSARM	Progress bar (approx. 40%)	Progress bar (approx. 55%)
Group/Service project systems CAPABILITY ONE	Progress bar (approx. 50%)	Progress bar (approx. 65%)

