



Statement of Duties

Position title:	Director
Vacancy number:	357841, 357842, 357955
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 8
Employment status:	Permanent, Full Time/Part Time – 36.75 hours per week (flexible) - Talk to us about how this could work for you. We are open to considering a range of flexible work options including part-time hours
Location:	Hobart and Launceston
Business unit:	Financial Audit Services
Reports to:	Assistant Auditor-General
Direct reports:	Assistant Managers, Senior Auditors, Auditors, Assistant Auditors

It is strongly recommended when applying for positions with the Tasmanian Audit Office (Office) that this document is read in conjunction with the Applicant Information Kit.

Organisational context

The Auditor-General's role is governed by the *Audit Act 2008* (Audit Act). It sets out the Auditor-General's functions, mandate and powers and governs the means by which the Auditor-General and his Office undertake attest, performance and other audits and investigations and report to Parliament.

The Financial Audit Services business unit (FAS) delivers the Office's financial audit program, which covers:

- Carrying out audits of the financial statements of the Treasurer and of all State entities, grant acquittal audits and other financial attest audits.

- Undertaking projects aimed at enhancing the degree of confidence in financial management and reporting by State entities.
- Reporting to Parliament on matters arising from those audits, analysis of financial results and other activities in accordance with relevant legislation.

Work within FAS is undertaken in a model where each team is allocated work. The work is then assigned to members of the team and team members at all levels undertake a variety of roles depending on the risk level and complexity of the allocated work.

Purpose of position

This position has a strong focus on assurance services management as well as a people management focus.

The Director applies both financial and people management skills and knowledge, taking responsibility for the completion of the financial audit program allocated to their team (allocated work) and supervision and development of people within the team.

This position is part of the FAS management team and the incumbent is required to actively participate in the strategic and operational planning, direction and guidance of FAS. The incumbent responsibilities go beyond the delivery of allocated work and include taking on a leading role in FAS and whole of Office initiatives. The position plays an important role in ensuring FAS achieves high quality outcomes.

Nature and scope (level of responsibility)

This is a senior professional position with a strong technical, quality and client relationship focus.

The people management, assurance services management and leadership aspects of this position are equally important and entwined.

As an effective engagement and Auditor-General's Report leader and being responsible for the issuance of audit opinions, the incumbent completes assurance work, reporting and other assignments within budgets and effectively manages allocated resources and stakeholders to deliver a quality product within statutory, set or agreed timeframes. The incumbent ensures that all assurance work meets the agreed requirements and expectations of the Parliament and other stakeholders.

The Director also ensures completion of all contracted audits in accordance with prescribed standards, agreed deadlines and consistent with the Office's strategic objective of improving public sector accountability. As the main contact for contract audit firms and senior managers in client organisations, the incumbent is responsible for ensuring customer needs are met through the effective delivery of services by the contractors.

The role requires on-going communication with clients, and where applicable contractors, including attending key meetings, such as Audit Committees and Boards, to discuss audit plans or issues as well as monitoring audit progress and significant issues, including potential Parliamentary report matters, and clearing the financial report. Before an audit

opinion is issued the incumbent ensures there is sufficient audit evidence and there has been appropriate consultation on contentious matters. The incumbent ensures that all assurance work meets the agreed requirements and expectations of the Parliament and other stakeholders.

As an effective people manager, the incumbent ensures the execution of assignments allocated to the team and supervises, directs and supports assigned staff. The incumbent ensures proper performance and on time completion of administrative and human resource requirements relevant to the team, including staff development plans, performance appraisals, remuneration and progression recommendations, achievement recognition and continuous feedback.

This position also provides technical support to FAS staff. The incumbent will use their technical expertise to interpret accounting and auditing standards, other pronouncements and legislation providing written reports and opinions based on these interpretations. Specific reviews or investigations may be conducted at the request of the Auditor-General.

This position is also responsible for overseeing and driving the resource scheduling to allow the Unit to meet its legislative deadlines and other agreed deadlines for reporting obligations and audits by arrangement.

Responsible for ensuring the efficient and effective management of work health, wellbeing and safety for FAS staff in accordance with the relevant requirements in the *Work Health and Safety Act 2012*. The incumbent periodically reviews work areas and client premises to assess the work health and safety aspects of the work done by audit staff. Review hazard and incident reports, ensuring timely follow up and close out of actions and overview of the risk assessment processes for relevant activities.

As a member of the FAS management team, the incumbent contributes, with fellow Senior Managers, to the achievement of the FAS's business plan consistent with the Office's vision, purpose, values, goals and strategies. The incumbent models a culture of desire to drive quality and continuous improvement and building a strong team of capable audit professionals who care about making a difference, our stakeholders and each other.

Major demands stem from the wide range of organisations, topics, accounting and auditing standards dealt with, competing deadlines, client and Office needs.

Key duties

1. Oversee the unit resource scheduling for delivery of the audit and reporting programs.
2. Provides leadership and guidance to staff together with management of senior staff in the section in line with the Office's Performance Management Framework.
3. Undertake high level assurance work that meets the requirements of the auditing standards and is carried out within the framework of the Office's audit methodology.
4. Identify and understand the range of information technology and computer systems relevant to current and future business needs. Utilise current information technology and computer systems to complete audit work, analyse data and prepare reports.
5. Recommend/issue appropriate audit and other assurance opinions on larger and higher risk audits.
6. Perform Signing Officer duties on delegated audits.

7. Develop and manage relationships with stakeholders and actively participate in relevant forums to build strong networks.
8. Provide high-level advice and make decisions based on professional and technical expertise, experience, knowledge and interpretation of key legislative requirements and application of force-of-law Accounting and Auditing Standards.
9. Develop reports that include compelling narrative with observations and recommendations that are supported by appropriate evidence and analysis of data.
10. Contribute to team and office cohesiveness and maintains professional and collaborative relationships within the Office, leading or contributing to section and cross-office projects.

Performance is measured against Key Performance Indicators that are developed and agreed to for each role in the Office and documented in annual Performance Plans.

Selection criteria (key competencies)

Please refer to the document titled “Applicant information kit” for advice on how to address the selection criteria.

1. Customer analysis and partnership

Creating, developing and implementing strategies for longer term relationships with customers and others.

2. Influences and impacts

Taking a leading and active role in shaping the agendas of discussions, what is being sought from interactions and how this can be achieved. Gaining acceptance and commitment from a wide range of people on matters that have major significance within and outside of the Office.

3. Motivates and coaches

Providing the team with clear goals, purpose and direction, standards that are personally modelled and an environment that encourages enthusiasm and high level performance. Effectively delegating work and managing all levels of performance, providing appropriate assistance and resources when required.

4. Judgement and decision making

In new and differing situations and/or under stress, and/or being presented with a large range of information or options, reaching well-reasoned, logical, factually based, conclusions and developing appropriate solutions or responses.

5. Innovation

Identifying ways to improve how business is done and, by taking sensible risks, being prepared to make mistakes and considering a wide range of factors (including those not traditionally associated with the work area), generating imaginative alternative approaches.

6. Operational planning

Translating strategies and long term targets and priorities into implementation plans, including comprehensive project plans and multifaceted schedules. Making contingency plans and balancing and prioritising multiple demands.

7. Technical management and leadership (Seasoned professional – expert)

Applying extensive experience and knowledge to provide authoritative advice on an area of speciality or manage it or a major aspect of it. Identifying (or providing guidance to others to do so) key issues, ratios, patterns, inconsistencies, trends and opportunities.

It should be noted that the above key competencies have equal weighting for assessment purposes. The essential qualifications and requirements must be met. You should not be discouraged from applying if you do not meet the desirable requirements, as you would not be precluded from appointment to the position, provided all of the key competencies and essential requirements are met.

Essential qualifications and requirements

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.
2. Disciplinary action in previous employment check.
3. Identification check.

Desirable qualifications and requirements

Driver's Licence.

A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; PLUS

Completion of a recognised accounting/auditing certificate program, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing).

Five years' experience in the relevant discipline and/or in management.

Criteria for advanced assessment point:

Refer to the [Salary Progression Guidelines](#) and relevant Office policies.

On the attainment of the criteria for the advancement assessment point the employee will be assigned duties with greater responsibility that conform with the classification descriptors for the Band.

Special requirements

Significant out of hours work may be required during the peak audit period (i.e. July to October) and some work outside normal hours may be required at other times. Staff have access to flexitime through the year and can accrue excess hours during the peak audit period in accordance with an Excess Hours Agreement or with the Tasmanian State Service Award.

Generally, periods of leave will not be granted from July to October.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Environment and context

Employment in the State Service is governed by the *State Service Act 2000*. Employees should familiarise themselves with the State Service Principles (view at the [Tasmanian Legislation](#) website) and must work to ensure the Principles are embedded into the culture of the Tasmanian Audit Office (TAO) and that the Principles are applied to decision making and activities.

The State Service Code of Conduct (view at the [Tasmanian Legislation](#) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. In addition, employees of the TAO are required to act in accordance with the Guide to Conduct and Statement of Values of the TAO, and sign an agreement indicating that they understand this requirement.

TAO promotes equity in employment. It provides workplaces that are free from discrimination and it recognises and utilises the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the job.

TAO is committed to high standards of Work Health and Safety and all employees are expected to maintain safe working conditions and practices in accordance with their responsibilities under the *Work Health and Safety Act 2012*. Smoking is prohibited in State Government workplaces and vehicles.

Employees can expect to work extensively with screen based equipment in accordance with the TAO Privacy and Information Management policies. All employees are responsible and accountable to create records according to the business needs and business processes of their business unit that adequately document the business activities in which they take part.

They must register documents in an approved Business Information Management System. Information should be accessed for legitimate work purposes only. All employees must not destroy delete or alter records without proper authority or remove information, documents or records from the Office without permission.

Approval

Prepared by: Stephen Morrison	Classification approved by: Rod Whitehead	Statement of duties approved by: Rod Whitehead
Title: Assistant Auditor-General – Audit	Title: Auditor-General	Title: Auditor-General
Date: 31 March 2022	Date: 1 May 2022	Date: 1 May 2022