

# Fixed-Term Employment Register Assistant Auditor, Financial Auditor, Senior Financial Auditor and Performance Analyst

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This information package provides an overview of the Tasmanian Audit Office's (TAO) Fixed-Term Employment Register for auditors and explains the application selection process

## What is the Fixed Term Employment Register for Auditors and Analysts?

The Register is established to provide TAO with a pool of experienced and skilled people who are available to undertake the duties of Assistant Auditor, Financial Auditor, Senior Financial Auditor or Performance Analyst for a fixed-term period to assist the Auditor-General and the Office to complete our statutory duties. The use of auditors on the employment register will occur when the office's establishment falls below a level that means this statutory obligation cannot be achieved.

The Tasmanian Audit Office is an equal opportunity employer and positions are filled on merit. Merit is about selecting the most competent person for the position. The concept of merit refers to a relationship between an individual's qualities and those required in a particular position. The merit principle encompasses an applicant's knowledge, competencies, skills, qualifications and experience.

## Application Form

If you wish to be considered, you are invited to complete an application form. It is important to complete all sections of the form to ensure correct information is recorded.

## Selection Criteria

This is one of the most important components of a job application. To be considered for interview, applicants must specifically address the selection criteria for the position.

Addressing the selection criteria enables applicants to demonstrate to the selection panel their qualifications and competencies relevant to the criteria of the position. Applicants are encouraged to download read the document "Applicant Information Kit".

## Salary Range

Successful applicants will be paid in accordance with the *Tasmanian State*

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*Service Award* and will be entitled to conditions of employment as prescribed under the *Tasmanian State Service Award* and appropriate *Ministerial and Employment Directions*.

Remuneration will be subject to variations applicable from time to time in accordance with variations to the above award.

### **Submission of Application**

To be considered for the Register, please ensure we receive the following information:

- Application for fixed-term employment;
- Statement addressing the selection criteria; and
- Current copy of your resume.

Your application should be submitted online through the 'Apply Now' button on the Tasmanian Government Jobs website, or be directed in confidence to:

Human Resources  
Department of Justice  
GPO Box 825  
HOBART 7001  
[Applications@justice.tas.gov.au](mailto:Applications@justice.tas.gov.au)

Please note that online or email submissions are preferred.

### **Selection Process**

Following receipt of your application, you will receive a letter or email advising that your application has been received.

Applications will be assessed on the basis of merit prior to being placed on the Register. Applicants who have been merit-assessed and considered not suitable for the duties to be performed will be notified that they will not be included on the employment register.

Employees may be recruited from employment registers for a maximum period of 24 months in any one instance. Employees will be employed on a fixed term basis.

Positions will be filled progressively and early submission of applications is strongly recommended. Applicants deemed eligible for admission to the register will remain on the register until they advise the Tasmanian Audit Office in writing that they wish

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to be removed from the register or the register expires (April 2019). It is the applicant's responsibility to ensure that all details remain current.

### **Selection from a Register**

Successful applicants will have their details recorded on the office's register. When a vacancy becomes available, the register will be used to identify persons who are available. Where vacancies are identified and more than one applicant is identified as suitable to undertake the particular appointment, then the highest ranked applicant will be offered the vacancy first.

It should be noted that being successful in obtaining a place on the Office's register does not imply or guarantee an offer of employment. Applicants who are particularly interested in long-term employment are encouraged to apply for vacancies advertised in the Tasmanian Government Gazette, visit the website at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and local newspapers.

### **Further Information**

If you would like further information about the Tasmanian Audit Office please visit our website at [www.audit.tas.gov.au](http://www.audit.tas.gov.au).

Thank you for your interest in the office and we look forward to receiving your application.