



## Statement of Duties

<b>Position Title:</b>	Performance Analyst
<b>Vacancy Number:</b>	Various
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification Level:</b>	Professional Stream Band 1
<b>Employment Status:</b>	Fixed-Term – Up to 36.75 hours per week (flexible) - <b>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</b>
<b>Location:</b>	Hobart
<b>Business Unit:</b>	Performance Audit Services
<b>Reports To:</b>	Manager Performance Audits
<b>Direct Reports:</b>	Nil

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

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### Purpose of Position

As a member of a professional research and analysis team, this position conducts audits in accordance with professional standards and the law and reports on performance of public sector bodies assessing whether they are operating efficiently, effectively and economically and makes recommendations for improvements.

### Nature and Scope (Level of Responsibility)

The Performance Audit Services business unit delivers the Office's discretionary performance audit program. This results in reports to Parliament and advice to clients on the economy, efficiency and effectiveness of Government programs and the extent to which they are compliant with relevant legislation and are conducted in a transparent and accountable manner. Performance audits are team-based research and analysis projects conducted by teams applying auditing standards and utilising and/or developing a wide range of qualitative and quantitative research methodologies including document and records analysis, database interrogation, stakeholder surveys, benchmarking, statistical analysis and modelling and consultations with stakeholders via forums and public submissions. The unit also accesses external assistance including specialists and contractors.

Audit teams are established on a needs basis, matching team members' skills and experience to the requirements of the particular audit.

This position is a member of a team that identifies potential topics for performance auditing and develops relevant audit criteria. The fact that each audit is unique presents challenges with regard to developing audit criteria, working to deadlines and budgets and producing reports supported by evidence and beyond dispute. As a team member, the incumbent examines systems and procedures identifying deficiencies and inefficiencies and assists in the development of recommendations and preparation of draft reports for discussion with clients.

The position provides considerable freedom in terms of how and when audit tasks are performed and is held accountable for meeting budgets and schedules and assuring audits are conducted in accordance with audit standards, internal methodologies and consistent with quality requirements. The incumbent assists in the presentation of findings to clients and senior management within the Office. This position assists less experienced audit personnel.

## **Key Duties**

1. Under supervision, undertakes components of larger projects in accordance with the project plan/program and within time, cost and quality parameters.
2. Contributes to the development of audit strategies and the planning of projects
3. Assists in developing audit specifications and plans and drafting performance audit reports.
4. Maintains working papers (in accordance with Office and unit policy) to record evidence of examinations.
5. Identifies and researches audit issues and prepares briefings and presentations.
6. Develops recommendations, reports and briefings on specific issues.
7. Liaises with client agencies and maintains effective relationships with staff in client agencies and external stakeholders.
8. Produces small performance audits within time, cost and quality parameters.

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. Effective Customer Interaction**

Adapting personal style to suit different customers and promptly and effectively responding to their needs. Where appropriate, initiating and maintaining contact with customers and anticipating issues that may arise.

### **2. Cooperates & Articulates**

Cooperating with people in the workplace and contributing to team activities. Clearly, positively and convincingly conveying information, in written and verbal form.

### **3. Self-Development & Responsibility for Actions**

As a result of seeking out and utilising learning opportunities, taking new and unique concepts, strategies and approaches and applying them for positive results. Accepting responsibility for identifying and addressing personal development needs and ensuring that dealings with other people show courtesy, respect and an awareness of individual differences.

#### **4. Problem Solving & Analysis**

Identifying key issues in a problem, selecting or conducting appropriate research, analysis and evaluation and adapting or developing methodology to achieve this. Knowing when to refer a problem elsewhere.

#### **5. Adapts to Change**

Demonstrating flexibility by changing plans, approach and focus to effectively respond to changed circumstances in terms of new ideas and ways of working.

#### **6. Organising**

Setting short and medium term targets, priorities and schedules to meet business goals and planning, organising and coordinating resources to meet them.

#### **7. Understanding & Application of Technical Knowledge (Professional)**

Applying strong technical skills to critically evaluate and comment on relevant information and issues. Identifying key issues, trends and inconsistencies and their implications for the business.

*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**

- A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

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

- Demonstrate skills and experience in evaluation, researching and reporting.
- Driver's Licence

## Criteria for Advanced Assessment Point

Refer to the [Salary Progression, Accelerated Progression and Advanced Assessment Guidelines 2015](#) 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 at times.
- 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

<b>Prepared by:</b> Patty Johnson	<b>Classification Approved by:</b> Ric De Santi	<b>Statement of Duties Approved by:</b> Rod Whitehead
<b>Title:</b> Director Corporate Support Services	<b>Title:</b> Chief Operating Officer	<b>Title:</b> Auditor-General
<b>Date:</b> 19 January 2017	<b>Date:</b> 19 January 2017	<b>Date:</b> 19 January 2017