



**Tasmanian**  
Audit Office

## Statement of Duties

<b>Position title:</b>	Senior Manager
<b>Vacancy number:</b>	356598
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 7
<b>Employment status:</b>	Permanent, Full 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
<b>Location:</b>	Launceston
<b>Business unit:</b>	Financial Audit Services
<b>Reports to:</b>	Assistant Auditor-General - Audit
<b>Direct reports:</b>	Assistant Managers, Senior Auditors, Auditors, and 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 Senior Manager 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.

## Nature and scope (level of responsibility)

The assurance services management and people management aspects of this position are critical and entwined.

As an effective engagement and AGR volume 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.

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.

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.

## Key duties

1. Manage allocated people resources to deliver work that meets agreed requirements and expectations within established timeframes and budgets.
2. Deliver on allocated assurance work that meets the requirements of the auditing standards and is carried out within the framework of the Office's audit methodology.
3. Understand and determine 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.
4. Recommend/issue appropriate audit and other assurance opinions.
5. Develop and manage relationships with stakeholders and actively participate in relevant forums.
6. Provide 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.
7. Develop reports that include compelling narrative with observations and recommendations that are supported by appropriate evidence and analysis of data.
8. Contributes to team cohesiveness and maintains professional and collaborative relationships within the Office.

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. Understanding customer needs and drivers

Understanding individual customer needs and their drivers and identifying appropriate responses that look beyond the short term.

### 2. Negotiates and persuades

Achieving mutually satisfactory outcomes and gaining agreement with customers and others through negotiating and influencing, and through written products (reports, work papers, memorandums and correspondence) that are fluent and make the desired impact.

### **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)**

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

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).

Driver's Licence.

## 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

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