



## Statement of Duties

<b>Position Title:</b>	Senior Manager IT Audit Services
<b>Vacancy Number:</b>	357494
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification Level:</b>	General Stream Band 7
<b>Employment Status:</b>	Permanent Full Time/Part Time – 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>	Financial Audit Services
<b>Reports To:</b>	Assistant Auditor-General – Audit
<b>Direct Reports:</b>	IT Audit support resources

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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### 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.

The Performance Audit Services (PAS) business unit is responsible for the delivery of the Office's discretionary performance audit program, which covers:

- Reporting to Parliament on the outcomes of audits.
- Providing expert professional 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.

The position will work predominantly with FAS and from time to time with PAS, fundamentally with and through audit engagement teams on a variety of audits of State entities with varying degrees of complexity.

## **Purpose of Position**

The Senior Manager IT Audit Services will support the conduct of the Office's financial and performance audit programs by providing contemporary IT Audit Services in respect to relevant aspects of our client's Computer Information System (CIS) frameworks and environments. The position will also oversee, and provide assistance with, the testing of the design and integrity of complex spreadsheets/models developed by our clients to support balances incorporated into financial statements or other reports. This position will be responsible for the development of broader IT audit capabilities and CIS environment knowledge within the Office. This position will also actively participate and assist in integration of data analytics into IT audit activities.

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 position will also closely work with PAS in assisting with planning of its work programs. The incumbent responsibilities go beyond the delivery of allocated work and include taking on a leading role in whole of Office initiatives.

## **Nature and Scope (Level of Responsibility)**

The client services, project management and people management aspects of this position are critical and entwined.

As a seasoned professional, the incumbent effectively manages allocated resources and stakeholders to deliver a quality product. The fact that each audit is unique presents challenges with regard to developing audit approaches, working to deadlines and budgets and producing audits supported by evidence and beyond dispute. The organisations under review usually have a high political and community profile and the incumbent may be required to interview senior management of the client as well as analysing systems and procedures on-site.

The position provides considerable freedom in terms of how and when audit work is performed and is held accountable for meeting budgets and set or agreed timeframes, and ensuring audits are conducted in accordance with audit standards, internal methodologies and consistent with quality requirements.

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

As a member of the FAS management team, the incumbent contributes, actively participates in management activities and contributes to the achievement of the FAS business plan as well as enhancing the practices of the Office to achieve high-quality outcomes and stakeholder satisfaction.

Responsible for ensuring the efficient and effective management of work health, wellbeing and safety for 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 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.

## **Key Duties**

1. Utilise available information technology and computer systems to complete audit work, analyse data and prepare reports.
2. Be the primary contact for IT audit activities and take on responsibility for the overall quality of IT audits including the direction and supervision of staff or experts undertaking IT audit work.
3. Recommend/issue appropriate assurance reports as required for IT elements of audits and other assurance services.
4. Provide advice and make decisions based on professional and technical expertise, experience, knowledge and interpretation of key legislative requirements and auditing standards as they apply to IT audit.
5. Provide supervision, guidance, training and performance feedback to allocated staff.
6. Ensure all allocated work meets the requirements of the auditing standards and is carried out within the framework of the Office's IT audit methodology.
7. Understand and determine the range of information technology and computer systems relevant to current and future business needs.
8. Assist in the development and maintenance of the Office's IT audit methodology.
9. Develop and deliver training and development to staff in regard to IT audit activities
10. Manage relationships with internal and external stakeholders and actively participate in relevant forums.

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 & Drivers**

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

### **2. Negotiates & Persuades**

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

### **3. Motivates & Coaches**

Providing the team or assigned individuals 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. 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. 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. 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:**

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; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; 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.
- Either three years supervised/mentored practical experience or five years unsupervised practical experience in the relevant discipline.
- Knowledge and experience in IT auditing and data analytics using contemporary and recognised frameworks.
- 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 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> Patty Johnson	<b>Statement of Duties Approved by:</b> Ric De Santi
<b>Title:</b> Assistant Auditor-General Financial Audit Services	<b>Title:</b> Assistant Auditor-General Corporate Support and Strategy	<b>Title:</b> Chief Operating Officer
<b>Date:</b> 6 October 2020	<b>Date:</b> 9 October 2020	<b>Date:</b> 11 October 2020