



Statement of Duties

Position title:	Assistant Auditor-General
Vacancy number:	356487
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 9
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 or Launceston
Business unit:	Financial Audit Services
Reports to:	Auditor-General
Direct reports:	Director/Senior Manager

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 roles and responsibilities are set out in the *Audit Act 2008* (Audit Act). The Office is the agency that provides support and services to the Auditor-General. Together we provide assurance to Parliament and the Tasmanian community about how effectively public sector agencies are providing services and using public money. We achieve this through an annual program of financial and performance audits of state and local government public sector entities with an aim of enhancing transparency, reporting (financial and performance), accountability and efficient management.

A primary responsibility of the Auditor-General and Office is to conduct financial or 'attest' audits of the annual financial reports of State entities, audited subsidiaries of State entities and the Treasurer's Annual Financial Report reporting on financial transactions in the Public Account, the General Government Sector and the Total State Sector. The aim of a financial audit is to enhance the degree of confidence in the financial statements by expressing an opinion on whether they present fairly, or give a true and fair view in the case of entities reporting under the Corporations Act 2001, in all material respects, the financial performance and position of State entities and were prepared in accordance with the relevant financial reporting framework. The outcomes of the audits of State entities and audited subsidiaries of State entities are reported to Parliament each year.

The Auditor-General and Office also conduct examinations and investigations, which include performance and compliance audits. Performance audits examine whether a State entity is carrying out its activities effectively and doing so economically and efficiently. Audits may cover all or part of a State entity's operations, or consider particular issues across a number of State entities. Compliance audits are aimed at ensuring compliance by State entities with directives, regulations and appropriate internal control procedures.

The efficient and effective management of the Office's corporate and administrative functions are undertaken by Corporate Strategy and Support.

Purpose of position

You will play an integral leadership role in the Office both in terms of shaping the vision and strategic direction of the organisation and ensuring the Office is a properly functioning public sector organisation delivering quality audit services and providing assurance and advice to public sector entities and Parliament.

You are integral in supporting the statutory role of the Auditor-General to enhance public sector management and accountability through auditing of public sector entities and reporting outcomes to those entities and Parliament.

You will be responsible for leading a designated area of the Office to achieve the vision and strategic objectives of the Office, including ensuring audit and management functions are delivered to a high standard, on time and within budget while meeting the needs of the Office, our audit clients and Parliament. The excellence of work carried out has a direct and major impact on the reputation and standing of the Office.

You will be expected to have high level expertise in public sector financial management, financial reporting and/or strategic and operational performance matters, dealing with client executive management and those charged with governance of public sector entities.

You will have a significant impact in influencing government policy through the provision of recommendations and advice to assist public sector entities improve their performance in respect to their financial management, accountability and transparency and the economy, efficiency and/or effectiveness of their activities. As a result, stakeholder engagement is a critical aspect of the role.

Nature and scope (level of responsibility)

The role of Assistant Auditor-General operates with a high degree of independence with the Auditor-General only providing broad direction, general oversight and review. This is a highly specialised position in the field of audit services.

In the role, you will:

- Champion and set the strategic direction of the office in partnership with the Auditor-General and Executive Committee.
- Provide strategic leadership, encouraging continuous improvement, innovation, a safe, equitable and ethical workplace and the adoption of best practice standards and procedures.
- Champion and manage organisational change, performance improvement and risk management while modelling the values and vision of the office.
- Build the capability of leaders and staff to meet current and future demands through effective coaching, mentoring and the implementation of professional development strategies.
- Promote governance, accountability and performance through high level advice and assurance to Parliament, Ministers, those charged with governance and other senior executive staff in the public sector, on strategic policy and functions relating to the Office.
- Undertake high level liaison, consultation and negotiation with stakeholders (including parliamentarians, government executives, the community, peak industry groups, other State and Federal agencies, the Australasian Council of Auditors-General, professional bodies and private sector representatives) to:
 - advance the services of the Office
 - promote the role of public sector audit in enhancing public sector transparency in accountability and reporting
 - remain informed on relevant strategic issues
 - keep abreast of audit industry developments and support services directions
 - contribute to relevant emerging issues that may impact public sector reporting.
- Provide leadership within designated areas of the Office to achieve the strategic objectives and support the vision of better public services through:
 - Parliamentary services – parliamentary engagement, strategic communications, reports to Parliament, participation in Parliamentary inquiries and briefings.

- Audit services – delivery of financial and performance audits of public sector entities and other assurance services as required, investigating matters raised with or by the Auditor-General.
- Audit practice - ensuring our office procedures, audit methodologies and quality assurance frameworks are robust and meet all contemporary professional requirements.
- Apply strategic and innovative approaches to audit planning and organisational improvement to achieve excellence in client service and cost-effective operations.
- Take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies and procedures, and lead and actively support the management of work health and safety and the health and wellbeing of employees.
- Undertake the Deputy Auditor-General role when requested by the Auditor-General in accordance with the duties set out in the Audit Act.

Key duties

1. In conjunction with the Auditor-General and other Assistant Auditors-General, establish and deliver the Office's audit program, including optimal resource allocation, effective management of contracted audits, and the provision of expert advice and guidance to staff.
2. Provide authoritative and expert information and recommendations on the outcomes of audits to the Auditor-General, clients and Parliament.
3. Ensure the Office's audits are completed within agreed timeframes, budgets standards of performance and accountability.
4. Provide audit teams and individuals with regular constructive feedback and direction through timely reviews of their work against planned procedures and standards, signing-off as necessary in the audit file, and manage performance in accordance with the Office's performance management system, including under performance.
5. Critically examine and analyse reports prepared by staff or contractors to ensure their accuracy and ability to withstand Parliamentary, agency and community scrutiny. Sign auditor's reports as delegated by the Auditor-General.
6. Research and advise on highly complex and challenging concepts and emerging issues in the form of written reports and presentations related to audits, accounting and auditing standards, discussion papers and generally accepted accounting practice. Assist in resolving any significant differences of opinion between the Office and audit clients.
7. Maintain and refine audit methodologies used by the Office, ensuring they are efficient and effective, contemporary and in compliance with audit and assurance standards and other professional pronouncements issued by the Australia Auditing and Assurance Standards Board.

8. 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.
9. Prepare reports to Parliament on the outcomes of audits which may impact on government policy, operations of public sector entities and the wider Tasmanian community.
10. Contribute to relevant emerging issues that may impact or enhance public sector transparency in accountability and reporting. Contribute to quality control and assurance activities related to audits, accounting and auditing standards and administrative support activities related to the Office or an Australasian Council of Auditors-General affiliated audit office.
11. Manage networks of other experts, professionals, executive management and clients to establish a rapport based on professional relationships and respect for roles and responsibilities.
12. Provide significant input into the development of the Office's strategic and business plans, resource allocation, risk management and performance management. Implement strategies and actions to facilitate the achievement of the strategic objectives of the Office. This includes implementation of optimal business management practices.
13. Represent the Office with expert authority at State and National level, including liaising with other agencies on the development of financial and performance reporting guidance or instructions issued to State entities, as required.
14. Model high standards of professional and ethical behaviour consistent with the Office's values and provide leadership and guidance to influence and shape the Office's culture consistent with these standards.

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. Empowers and builds capability

Helping staff to understand the Office's Vision and Business Goals and providing them with the necessary responsibility and authority to turn these into tangible results. Strengthening knowledge, skills and behaviours by providing advice and support and, in collaboration with staff, development activities.

4. Strategic decision making

Exploring, identifying, analysing, conceptualising and evaluating information, trends, options, and opportunities. Applying the decisions that result from this in a strategic manner reflecting a sound understanding of the total environment that the business operates in.

5. Leads change

Inspiring others to embrace change and, by providing constructive and positive leadership during difficult change periods, facilitating the implementation and acceptance of change. Providing a role model for change.

6. Strategic planning

Translating knowledge of our operating environment and the Office's Vision into robust strategic plans and directions that meet organisational goals while minimising or allowing for risks.

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

Applying extensive experience and knowledge to provide authoritative advice to staff on an area of speciality or manage it or a major aspect of it. Identifying (or providing guidance to staff 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

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; OR
- Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline.

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 strong understanding of accountability arrangements and all aspects of the activities of Government and of State Entities including Agencies, Government Business Enterprises, State Owned Corporations, other public bodies and Local Government Authorities.

A Driver's Licence is desirable.

Criteria for advanced assessment point:

Not applicable.

Special requirements

Significant work outside normal hours may be required at times throughout the year.

Intrastate and/or interstate travel may be required.

Assignment to other business areas within the Office to perform work of a similar nature may be required.

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: Rod Whitehead	Classification approved by: Rod Whitehead	Statement of duties approved by: Rod Whitehead
Title: Auditor-General	Title: Auditor-General	Title: Auditor-General
Date: 31 March 2022	Date: 1 May 2022	Date: 1 May 2022