

Sensitive: Personal

POSITION DETAILS	
Position Title	Senior Analyst, Performance Audit
Classification ¹	ACT Audit Office – Band 2
Reports to	Audit Principal, Performance Audit

ABOUT THE ACT AUDIT OFFICE

Vision: An accountable and highly performing ACT public sector

Role: To provide an independent view to the ACT Legislative Assembly and the community on the accountability, efficiency and effectiveness of the ACT Public Sector

Values: Independence, Integrity, Professionalism, Respect, Learning and Innovation

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

The Audit Office does this by conducting independent financial and performance audits.

The Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing learning and development opportunities and a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

ABOUT THE ROLE

The Senior Analyst is responsible for:

- assisting in the conduct of performance audits and other reviews, research and investigations of the operations of ACT public sector entities;
- demonstrating and promoting quality performance audit practices and compliance with Audit Office policies and professional standards and requirements;
- representing the Audit Office to auditees and other stakeholders;
- assisting with procurement, contract management and other corporate activities as required; and
- contributing to professional and technical advice on a range of ACT public administration and performance audit issues.

SCOPE OF RESPONSIBILITY

The Senior Analyst is responsible for:

Performance audits and other reviews and investigations

¹ ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-2026

- assisting with the delivery of performance audits on time and within budget, and to the professional standards and requirements of the Auditor-General and the Assistant Auditor-General, Performance Audits;
- demonstrating quality performance audit practices by ensuring that the overall quality of the performance audit including research, planning, stakeholder engagement and report writing comply with the agreed audit work plan, Audit Office policies and standards and professional requirements;
- assisting in the review and investigation of public interest disclosures made to the Audit Office under the Public Interest Disclosure Act 2012; and
- contributing to research and planning of the Audit Office's annual performance audit program, which is designed to achieve strategic coverage of public sector entities.

Supporting good internal and external stakeholder relationships

- assisting in developing and maintaining constructive relationships with auditees and other stakeholders in the audit process, including contractors and external reviewers if required;
- representing the Audit Office to ACT public sector entities and other stakeholders, with respect to communicating the results of performance audits, reviews and other investigations; and
- assisting the Principal and supporting colleagues, giving professional guidance, reviewing own performance and contributing to other activities (representations, public interest disclosures and corporate tasks) that the Office may require.

Maintaining a positive workplace

- applying Respect, Equity and Diversity principles, workplace health and safety principles and participative work practices of the Audit Office when working with colleagues and auditees; and
- modelling and upholding the Audit Office's values and ACTPS Values and Code of Conduct.

SPECIAL RELATIONSHIPS

The Senior Analyst, under the guidance of the Audit Principal, will be expected to develop and maintain constructive professional relationships with:

- executives and management in auditee organisations;
- ACT Legislative Assembly committees and members of the Legislative Assembly;
- other stakeholders including community interest groups; and
- other colleagues within the Audit Office.

RELEVANT EXPERIENCE

The Senior Analyst should have skills and capabilities that enable them to:

- complete performance audit working papers or other similar review or investigation processes, involving high quality research and analysis of public sector activities;
- prepare clear and concise reports in a range of areas that may be outside previous experience and training;
- communicate effectively, including presenting the results of performance audits or other similar review or investigation processes to a variety of audiences; and

- maintain productive professional relationships with a wide range of individuals and organisations.

The Senior Analyst should have an awareness, understanding and commitment to the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

KEY SELECTION CRITERIA

Qualifications

Relevant tertiary qualifications are highly desirable.

Experience using data analysis and data visualisation tools, such as advanced Excel and Power BI are desirable but not essential.

This is a security assessed position at the Baseline clearance level. All applicants must be fluent in English.

Abilities, Experience and Standard of Work Performance

- Demonstrated analytical, research and/or investigatory skills.
- Well-developed written and oral communication skills, including demonstrated capacity to prepare clear and concise reports and the ability to represent the Audit Office in negotiations on sensitive and contentious issues.
- Demonstrated ability to establish and maintain strong internal and external working relationships to support the vision and goals of the Audit Office.
- Demonstrated ability to deliver high-quality products on time and within budget.
- Sound knowledge of performance audit methods and practices or the ability to gain such knowledge quickly.
- Demonstrated commitment to, and understanding of, the principles of workplace diversity, participative work practices and Workplace Health and Safety.

Personal qualities

Integrity, tact, professionalism, sound judgement, self-reliance, resilience, diligence, and the ability to work under pressure.

Position of Trust:

All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position, you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not obtained, your employment in the role will not commence or, if already commenced, will be terminated.

Note: The conditions of employment of staff are contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-2026*.

Position profile, classification and selection criteria are approved.

Michael Harris
Auditor-General
11 September 2025