

Thank you for your interest in working for Audit Tasmania. This applicant information kit contains information about Audit Tasmania and how to submit your application. This kit is also designed to assist you in deciding whether your experience, skills and abilities match the requirements of the vacancy you are applying for.

Should you have more detailed questions please direct them to the contact person listed in the job advertisement.

Please note, the information contained in this kit is of a generic nature. If it in any way contradicts advice you receive from the panel or the recruitment team, please defer to their instructions rather than this information.

About Audit Tasmania

Audit Tasmania is an independent agency charged with upholding public integrity in Tasmania. Audit Tasmania assists the Auditor-General to provide an independent view of the financial and operational performance of State entities. The Tasmanian *Audit Act 2008* (Audit Act) sets out the Auditor-General's functions, mandate and powers. Our Strategic Plan and other associated annual plans respond to our legislated responsibilities.

Under the Audit Act, the Auditor-General must undertake audits of financial statements of Tasmanian State entities and issue audit reports outlining their compliance with relevant legislation and accounting standards. The Auditor-General must also prepare an audit report on the Public Account Statements and any other statements required to be prepared by the Treasurer in accordance with any written law. All of these audits must be completed within specified time frames.

Our values:

- **Connect:** We are inclusive, connected to the Tasmanian community, the Parliament, our auditee entities and each other.
- **Innovate:** We constantly adopt new technology, methodology tools and ways of working to drive efficiency and effectiveness of audits.
- **Grow:** We empower our people, support personal resilience and professional growth to add to our impact.
- **Impact:** We do meaningful work that has a positive impact on Tasmania and it's people.
- **Integrity:** We act with independence, ethics, respect, transparency and accountability to maintain the trust and confidence of our stakeholders.

Eligibility

To be eligible to apply for an ongoing position with Audit Tasmania, you need to:

- Be an Australian citizen or Permanent Resident applying for citizenship and likely to have gained citizenship within 6 months of the application date.

- Persons who are not Australian citizens or permanent residents may hold a permanent or fixed-term appointment in the State Service provided that they, at all times, hold and comply with all visa requirements as determined by the Commonwealth Department of Immigration and Citizenship and the *Migration Act 1958*.
- Have finished your redundancy period, if you have received a redundancy benefit from a Tasmanian State Service agency.
- Of good character as evidenced by a satisfactory police clearance.
- Complete a 6-month probation period (for permanent roles and for those new to the Tasmanian State Service).

Essential requirements

Where a position is subject to essential requirements you must be able to demonstrate that you meet all of the listed requirements.

If a position is subject to pre-employment checks and you have been successful in the application process, you will be asked to undertake a criminal history check prior to the offer of employment proceeding. A range of other conditions may be required depending on the role you are applying for. The Statement of Duties document will specify what is required for each role.

The information collected will be cited by the panel (this will be noted on the selection report). Any original documentation will be returned to you on completion of the check.

Privacy

Personal information provided to the agency is protected by the *Privacy Act 1988* and the *Personal Information Protection Act 2004*. Audit Tasmania collects your personal information for management and recruitment purposes only. Audit Tasmania will not disclose the information without your consent except where authorised or required by law. Non-identifying information may be used for statistical reporting purposes.

Applying for vacancies

Your written application is the first stage in demonstrating your claims and ability against the vacancy. It is important to have a good understanding of what the position involves and the range of skills required. Your application will be assessed by the selection panel in regard to your qualifications, work experience and relevant skills against the selection criteria.

Merit

Selection decisions are made in accordance with the merit principle. This means that an assessment is based on the:

- relative suitability of the applicant
- capacity of the applicant to achieve outcomes related to the duties

- applicant's work-related qualities.

For a period of six months from the date of advertising, the selection process may be used to fill subsequent similar vacancies.

Addressing the selection criteria

A Short Form Application is a document no more than two A4 pages which, along with your CV, will be used to make an initial assessment of your suitability for a position and determine if you will be invited to participate in further forms of assessment for the role, for example an interview. Please note:

- All attachments must be in Microsoft Word or PDF format.
- Referee details are submitted as part of the online application so make sure you have the contact details of two referees before applying.

What to include in your Short Form Application

Please refer to our [guidelines](#) on preparing a Short Form Application.

Competency clusters

Audit Tasmania has developed and implemented a comprehensive competency framework that uses competencies as the selection criteria for all vacancies. As these competencies are central to the selection process it is important to remember to address them in the context of the purpose of the position and nature and scope of the vacancy.

Our 7 competency clusters are:

- Stakeholder focus
- Communication
- Management of people
- Decision making
- Adaptability and innovation
- Planning
- Technical knowledge.

The full framework with behavioural indicators is provided below for your information. These indicators should be evident in the examples you provide in your response to the selection criteria.

Selection criteria

When addressing the criteria you should consider answering with Statements demonstrating that you have the key competency required for the vacancy and how you would apply them to meeting the key responsibilities. When addressing each competency you should:

- ensure you have read the competency carefully

- relate the competency to the Key Responsibilities
- break the competency into key points you need to address
- provide examples of how, when, and how often you have demonstrated the ability to perform the competency and how well you did it
- use positive words to clearly describe your level of involvement in particular achievements
- ensure your claims against each competency are strong, clear and concise
- ask someone to proof-read the application for both content and typographical errors.

When preparing your claim against each selection criteria, the preferred method for structuring your responses is through the STAR methodology:

Situation – a brief outline of the situation for your example

Task – the task that you performed in the particular situation

Action – the actions you undertook to achieve the situation

Result – the outcomes from your actions and results of the overall situation.

Competency framework

Stakeholder focus

Competency description		Behavioural indicators
Effective stakeholder interaction	Adapting personal style to suit different customers and promptly and effectively responding to their needs. Where appropriate, initiating and maintaining contact with stakeholders and anticipating issues that may arise.	<ul style="list-style-type: none"> • Through relationships based on regular contact, gains awareness of customer requirements and anticipates issues. • Ensures that meeting customer needs is a primary focus. • Responds promptly and effectively to stakeholder complaints.
Understanding stakeholder needs and drivers	Understanding individual stakeholder needs and their drivers and identifying appropriate responses that look beyond the short term.	<ul style="list-style-type: none"> • Identifies and adapts relevant Audit Tasmania products to meet different stakeholder needs. • Applies stakeholder relationship skills and an understanding of their business to consult with and advise stakeholders on their needs. • Provides responses that look beyond the short term taking into account the mid to long term relationship and anticipating issues that may arise.
Stakeholder analysis and partnership	Creating, developing and implementing strategies for longer term relationships with stakeholders and others.	<ul style="list-style-type: none"> • Analyses stakeholder requirements and selects or designs, and then applies, solutions that meet or surpass accepted standards. • Quickly identifies and responds to ineffective or non-productive customer interactions. • Builds strategic alliances with industry bodies, other audit offices and relevant organisations.

Communication

Competency description		Behavioural indicators
Cooperates and articulates	Cooperating with people in the workplace and contributing to team activities. Clearly, positively and convincingly conveying information, in written and verbal form.	<ul style="list-style-type: none"> • Develops and maintains cooperative professional relationships with colleagues, customers and stakeholders. • Makes positive contributions to team activities. • Presents and/or conveys information confidently and credibly. • Produces accurate, clear and concise written reports, work papers, memorandums or correspondence that requires little revision before being used.
Negotiates and 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.	<ul style="list-style-type: none"> • Gains agreement through persuasion and negotiation. • Final written products are consistent, accurate, persuasive, fluent and well-structured and achieve their intended purpose. • Focuses conversations on critical issues. • States a position or offers advice firmly yet diplomatically.
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.	<ul style="list-style-type: none"> • Gains acceptance, support and confidence of stakeholders and other external bodies to enable agendas to be shaped in accordance with the Office's interests. • Persuasively puts forward thoughts and views, challenging and changing the opinions of others even when these opinions are strongly held. • Adapts style and method of communication to influence and make an impact on a diverse range of audiences. • Ensures messages and their implications are understood by all parties and that any commitments or responses required are genuine.

Management of people

Competency description		Behavioural indicators
Self-development and 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.	<ul style="list-style-type: none"> • Learns and applies new skills, concepts and knowledge to meet the business needs of the Office. • Seeks and accepts feedback to assist in recognising own development needs. • Treats people with respect and understanding.
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.	<ul style="list-style-type: none"> • Sets clear goals, direction and standards of performance and provides guidance and inspiration to the team to ensure their attainment. • Constantly reviews and provides feedback on different performance levels and promptly recognises and responds to them. • Identifies individual development needs and addresses them through a range of learning options including coaching, mentoring and counselling as appropriate.
Empowers and builds capability	Helping staff to understand the Audit Tasmania'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.	<ul style="list-style-type: none"> • Provides individuals with the clarity of direction, freedom, trust, authority and resources required to independently accomplish tasks. • Provides values driven leadership. • Creates appropriate learning opportunities and utilises a wide range of development activities including cross functional and inter-organisational options coaching, mentoring, counselling and training. • Makes the most effective use of individual skill and motivational strengths and takes steps to address organisational deficiencies in these areas.

Decision making

Competency description		Behavioural indicators
Research and analysis	Identifying key issues in a problem, selecting or conducting appropriate research under close supervision. Knowing when to refer a problem elsewhere.	<ul style="list-style-type: none"> Establishes the reliability and validity of all information and pinpoints key information within a wealth of data. Seeks and evaluates information from a range of sources and probes to obtain a full understanding and matches solutions to requirements. Analyses requirements and evaluates effectiveness of various solutions. Knows when to refer a problem to a higher level.
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.	<ul style="list-style-type: none"> Develops solutions or new responses that meet the demands of the situation and cover different scenarios. Makes judgments based upon logic, fact and experience. Makes decisions under pressure. Makes decisions that are consistent and are defensible in the context of Audit Tasmania's principles and values.
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.	<ul style="list-style-type: none"> Approaches problems with interventions aimed at the whole system, not individual issues and explores and interprets implications for the business. Decisions are intricately linked to the future vision for the organisation. Conceptualises systems and processes that respond to the relationship between individual issues, variables and the larger system. Makes decisions that are consistent with Audit Tasmania's values and principles and recognise the environment that the Office operates in.

Adaptability and innovation (Change)

Competency description		Behavioural indicators
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.	<ul style="list-style-type: none"> • Responds quickly and positively to changes in the work environment without waiting for supervisor direction. • Adopts, supports and applies new ideas and ways of working. • Recognises when existing approach and/or assumptions are no longer valid and responds appropriately.
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.	<ul style="list-style-type: none"> • Identifies opportunities for improving procedures and develops and applies ideas or new approaches, alone or with others. • Develops and applies innovative solutions to problems. • Looks for solutions and ideas in non-traditional places while retaining a commercial and pragmatic approach to their application. • Through actions, embraces a culture of continuous improvement.
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.	<ul style="list-style-type: none"> • Evaluates the status quo, takes risks, innovates and encourages others to do the same. • Takes the initiative and is accountable for actions. • Engages others to drive towards a shared vision or goal and shows resilience and adaptability in responding to changing circumstances. • Applies knowledge of the external environment and potential opportunities and risks to take proactive action and make appropriate changes.

Planning

Competency description		Behavioural indicators
Organising	Setting short and medium term targets, priorities and schedules to meet business goals and planning, organising and coordinating resources to meet them.	<ul style="list-style-type: none"> Plans in the short and medium term before starting tasks and balances multiple priorities effectively Sets up and monitors time scales, targets and schedules. Plans, organises and co-ordinates resources (others and the team) to meet objectives. Adapts to meet changing schedule or implementation requirements and takes corrective action to bring results back on target.
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.	<ul style="list-style-type: none"> Translates strategies and processes into project plans, targets and priorities. Balances and prioritises multiple demands and develops plans that take contingencies into account. Simultaneously manages strategic issues, schedules, critical details and plan implementation in a changing environment. Deploys resources effectively.
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.	<ul style="list-style-type: none"> Develops and implements strategies and plans that take into account global trends, anticipate changes in the external environment and contain contingencies for unusual events. Translates trends into clear options for future strategic direction and organisational goals that are in keeping with the organisational vision. Tests assumptions in planning phases and identifies potential risks and benefits. Identifies and responds to future resource requirements.

Technical knowledge

Competency description		Behavioural indicators
AREA OF SPECIALITY – For this cluster, an area of speciality is defined as a grouping of similar organisational activities such as Financial Management, Human Resource Management, Information Technology and Communication Management, Resource Management, Production, Engineering, Legal, Quality Control etc.		
Basic technical knowledge (Sub professional or para professional)	Applying a basic understanding of most aspects of an area of speciality and the general principles, concepts and language that underpin it.	<ul style="list-style-type: none"> • Applies understanding of the area of speciality to obtain and review relevant information and to recognise deficiencies or inconsistencies in what is supplied. • Reaches conclusions on the basis of a broad understanding of the impact of external factors on the area of speciality. • Uses and applies tools and methodologies that are commonly and currently used within the area of speciality.
Understanding and 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.	<ul style="list-style-type: none"> • Applies sound technical knowledge to critically evaluate relevant information and to identify trends, issues deficiencies or inconsistencies. • Identifies reasons for and implications of trends, issues deficiencies or inconsistencies. • Uses, applies and adapts tools and methodologies that pertain to the area of speciality.
Technical management and leadership (Seasoned professional – expert)	Applying high level technical skills 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.	<ul style="list-style-type: none"> • Critically evaluates potentially complex and diversified information to identify trends, issues deficiencies or inconsistencies. • Applies knowledge of how the area of speciality interacts with other business functions and external factors (e.g. related legislative requirements) to provide insight into how a range of variables may impact on business. • Applies, adapts or designs tools and methodologies that pertain to the area of speciality. • Explores, analyses and interprets a broad range of information to provide reports and insights into its implications (opportunities and threats).

Submitting your application

Applications should be received by the closing date indicated in the advertisement. If you cannot submit your application by this time, you should call the contact officer to see if a late application will be accepted and to determine an alternative time for submission.

Please ensure you completed and attached the following documents:

- Your responses to the selection criteria/Short form application.
- Your resume or CV.

Applications should be lodged online at www.jobs.tas.gov.au, please click the “Apply” button. It is not necessary to send a hard copy of your application if you have applied online.

Referee reports

Audit Tasmania may wish to contact referees to discuss your application. Referees are people nominated by you that can offer comments in relation to your ability to meet the selection criteria. Details of at least two (2) referees should be provided.

The Selection Process

The role of the Selection Panel is to develop a recommendation on which applicant(s) are most suited for the position based on their work-related qualities and applying the merit principle. A selection panel will assess the applications and create a shortlist of applicants to progress. If shortlisted, a panel member will contact you to arrange further assessment. You are welcome to phone or email the contact person to discuss the progress of your application at any point during the process.

Selection Process Outcomes

Once the panel have made a recommendation for appointment, all applicants will be advised of the outcome in writing.

If you are the successful applicant, you will be notified of the outcome by phone and receive an offer of employment email. Where applicable offers are conditional, subject to the satisfactory completion of any pre-employment checks, verification that you meet any essential requirements and, a review period.

Once the pre-employment checks have occurred, and a review period has passed (if applicable), you will receive formal employment documentation, along with orientation and payroll related information.

If you are unsuccessful, we encourage you to seek feedback from the panel which can help you understand their decision and how you may improve your future applications or interview performance.

Further information

If you require any further information regarding the application process or career opportunities at Audit Tasmania, please email Audit Tasmania HR@audit.tas.gov.au. We will endeavour to respond to your query as soon as we can.

For further information on other opportunities within the Tasmanian State Service, visit the www.jobs.tas.gov.au website.