

# Role Description

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Title	Senior Manager
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Classification	AO8 / PO6
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## About the Queensland Audit Office

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On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are completely unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services
- give the public sector insights on their performance, risks and financial management
- report to parliament on the results of our work
- investigate financial waste and mismanagement
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, energy, local government, transport, justice and many more.

For more information on our role and what we are passionate about, visit [www.qao.qld.gov.au](http://www.qao.qld.gov.au).

## Purpose of the role

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As a Senior Manager you will lead teams to manage audits whilst providing advice on better practices.

## Role responsibilities

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In the role of Senior Manager, you will:

- lead and project manage multiple audit engagements ensuring the timely, effective and efficient achievement of QAO objectives including meeting cost budgets
- lead and manage staff and activities to ensure adherence to policies, procedures, relevant legislative requirements and auditing standards
- exercise professional judgement and ensure quality documentation and analysis to support audit conclusion and opinions
- develop innovative approaches to audit and organisational improvement opportunities to achieve excellence in client service and cost-effective operations



Engage



Respect



Inspire



Deliver

- build team capability to meet current and future demands through effective coaching, mentoring and professional development strategies
- ensure adherence to QAO's audit methodology, relevant Australian Auditing and Accounting Standards and knowledge of International Financial Reporting Standards (IFRS)
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- 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.

## Assessment criteria

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You will be assessed on the following:

- proven ability to lead a team, and manage projects whilst delivering outcomes in a timely and cost-effective manner
- advanced level of knowledge and the application of:
  - Australian Auditing and Assurance Standards and relevant information systems standards
  - analysis of large data using various tools, including interest in furthering our use of data analytics and other innovative approaches
- proven ability to manage and create effective relationships with all stakeholders within QAO, across Government and Industry sectors provide insightful and valuable recommendations
- highly developed written and oral communication skills suitable for application to a variety of forums including high level client meetings and Reports to Parliament.

### Qualifications / Professional registration / Other requirements

Appointment to the Professional Officer (PO) classification – possession of an appropriate tertiary qualification in a relevant discipline e.g., commerce, business, accountancy, management is **required**. Membership of CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) is **mandatory**.

Appointment to the Information Systems Risk Portfolio Certified Information Systems Auditor (CISA) status is **highly regarded**. Experience undertaking internal controls assurance engagements is an advantage.

Appointment for assurance practitioners - Administration Officer (AO) classification - possession of an appropriate tertiary qualification in a relevant discipline e.g. accountancy, commerce, business, management, public administration is **required**. Membership of, or working towards membership of, CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) is **highly regarded** for this role.



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## Additional information

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- travel may be required as part of the role
- a six month probationary period may apply
- citizenship requirements may apply
- a Queensland driver's licence or similar is highly desirable
- a current criminal history check is required for applicants recommended for appointment
- discipline checking may be undertaken on preferred applicants
- validity of qualifications may be confirmed with issuing institutions
- successful applicants external to the Queensland Public Service must disclose to the Auditor-General within one month of commencing duty, any previous employment as a lobbyist in the previous two years
- employees are required to complete an independence declaration on appointment and annually thereafter
- employees have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position
- employees of the Queensland Audit Office are required to abide by the Code of Conduct for the Queensland Public Service
- a non-smoking policy applies on Queensland Audit Office premises and in all Queensland Government buildings, offices and motor vehicles
- Queensland Audit Office is committed to building a culture that respects and promotes human rights, inclusion and diversity.

### Privacy notice

The Queensland Audit Office collects your personal information and documents relevant to your employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.



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