

Position Title Assistant Manager – Performance Audit			
Classification	AO6	Location	Brisbane CBD
Role Type	Permanent, Flexible-Full Time	Hours of work	36.25 hours per week

## About the role

As an Assistant Manager – Performance Audit, you will play a key role within our client services team, contributing to a diverse range of audits. Your primary responsibility will be collaborating with the team to deliver performance and assurance audits. You will bring a strong work ethic, a keen interest in understanding the public sector, complex service delivery, and best practice principles.

## Role responsibilities

In the role of Assistant Manager – Performance Audit, you will:

- Research policies, legislative frameworks, funding arrangements, best practices, and conduct interviews with clients and stakeholders to develop a thorough understanding of the audit topic, client operations, challenges, and opportunities for performance improvement.
- Lead the fieldwork for medium to high-risk performance audits, including supervising and reviewing team members' work papers and expert contributions to ensure high-quality, consistent outputs.
- Apply sound professional judgment to analyse and evaluate evidence and data, providing actionable recommendations.
- Contribute to and prepare clear, concise, and evidence-based reports and presentations for clients, outlining audit progress and findings.
- Support the scoping and execution of business plans, projects, and work schedules, ensuring objectives are met efficiently and effectively.
- Promote continuous improvement and problem resolution in alignment with QAO's objectives and business needs.
- Ensure adherence to QAO's audit methodology, Australian Auditing and Assurance Standards, and other relevant legislative requirements.
- Uphold and exemplify QAO's core values: Engage, Respect, Inspire, and Deliver.
- Follow health and safety protocols, ensuring a safe work environment for yourself and others, and cooperate with health and safety policies and procedures.

## Assessment criteria

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The ideal applicant for this role will be someone who can demonstrate the following key attributes as they apply to the technical responsibilities for the role:

You will be assessed on the following:

- Well-developed analytical and critical thinking skills, with the ability to apply innovative ideas, leverage the latest technologies, and adopt new techniques while maintaining adherence to appropriate principles.
- Proven ability to:
  - Contribute to the delivery of high- and medium-risk audits.
  - Oversee and guide team members to ensure agreed audit outcomes are achieved.
- Strong knowledge and experience in the application of research-based activities, internal controls, compliance, and audit and assurance methodologies and practices.
- Demonstrated ability to build and maintain productive working relationships with internal and external stakeholders.
- Excellent written and verbal communication skills, including the ability to effectively engage in client meetings and prepare clear, concise audit reports.

## Qualifications / Professional registration / Other requirements

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### Desirable:

Possession of an appropriate tertiary qualification in a relevant discipline e.g. business, commerce, management, public administration, public policy, justice, law, accountancy.

Relevant experience in areas such as policy development, evaluation, investigation, business improvement, audit, internal controls, or project management.

## Benefits and conditions

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- QAO supports work-life balance with flexible working options, competitive salary, and benefits (including 12.75 per cent employer superannuation contributions), generous leave entitlements, career progression opportunities and the chance to make a difference to the people and communities of Queensland.
- QAO employees are employed under the *Auditor-General Act 2009*. Minimum employment conditions are set out in the *Queensland Public Service Officers and Other Employees Award – State 2015* and *State Government Entities Certified Agreement 2023 (Core Agreement)*.
- For a full list of benefits, please see our website here: [Careers FAQs](#).

## Pre employment checks

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- A current criminal history check is required for applicants recommended for appointment.
- Validity of qualifications will be confirmed with issuing institutions.
- Discipline checking may be undertaken on preferred applicants.



- To be an eligible employee, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify QAO if your right to work in Australia ceases.
- Reference checking will be undertaken prior to any offer of employment.

## Additional information

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- QAO is committed to building a culture that respects and promotes human rights, inclusion, and diversity.
- QAO supports a safe healthy working environment, and we encourage applications from people with disability. Please contact [recruitment@gao.qld.gov.au](mailto:recruitment@gao.qld.gov.au) if you require any support or reasonable adjustments during the application or recruitment process as QAO are committed to providing a positive and equitable process.
- Recruitment processes may be used to fill future vacancies for same or similar positions.
- Travel will be required as part of this role and will generally involve overnight stays.
- A 6-month probationary period may apply.
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding 2 years.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to state this in their application.
- Employees are required to complete an independence declaration on appointment and annually thereafter and have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position.
- Employees 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.

### 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.

## About the Queensland Audit Office

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### Our values and purpose

Our culture is underpinned by four core values which inform how we work with our clients and each other.



Engage



Respect



Inspire



Deliver

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, local government, tourism, justice and many more.

## Our workforce

Our people are our most valuable resource and are proud to be part of our diverse, inclusive, and healthy workplace. Our people are key to achieving our vision of better public services and they are dedicated, engaged and highly skilled.

Our workforce is a mix of around 190 employees who are audit professionals, specialists, and support team members. We also engage audit service providers to conduct some of our work, and they are an integral part of our business. We are proud to celebrate our diverse backgrounds.

QAO's Executive Leadership Team has shared responsibility for audit excellence, innovation, and operational performance. Our operating model enables us to deliver our services as one team, with our Assistant Auditors-General overseeing our client services, quality, and people. Our client and audit engagement is led by our Directors and Senior Directors.

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

