

Position Title	Report Strategist		
Classification	AO7	Location	Brisbane CBD
Role Type	Permanent, Flexible-Full Time	Hours of work	36.25 hours per week

About the role

Reporting to the Assistant Auditor-General, Performance Audit, the Report Strategist supports audit teams in the planning, development and refinement of reports to parliament. Working across all phases of the audit lifecycle, the role assists teams to communicate complex findings clearly, logically and effectively, contributing to high-quality, evidence-based reporting outcomes.

The role complements the expertise of the QAO's Communications team by focusing on report planning, messaging, structure, and development, while Communications provides corporate communications expertise, publication and production management, and campaign implementation for reports.

Role responsibilities

The Report Strategist will:

- Partner with teams throughout the audit lifecycle to support the efficient planning, structure, and writing of reports to parliament that meet audiences' needs and improve potential outcomes from QAO's audits.
- Facilitate discussions and provide expert advice to help teams identify, refine and present key audit messages, findings, conclusions and recommendations.
- Lead and enable audit teams to synthesise complex evidence and analysis into clear, concise and compelling report content.
- Design, deliver and apply logical report structures, narrative frameworks and presentation concepts or graphics that improve the clarity, appeal, ease-of-use, and accessibility of reports.
- Strengthen audit team capacity and timeliness of report delivery by supporting an efficient and effective report planning approach.
- Manage competing priorities and contribute to multiple reports simultaneously, delivering high-quality outcomes within required timeframes
- Work with QAO's Communications team and executive leaders on presentations and communication strategies associated with the promotion of the audits.
- Uphold and promote the principles of independence, objectivity and integrity in all aspects of report preparation.
- Apply QAO's plain language principles, QAO's style guide and Queensland Parliament's Table Office protocols in writing and reviewing report content.
- Mentor and coach audit staff in report planning, strategic thinking, and written communication.
- 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

For roles within the Queensland Audit Office, assessment is based on the eligible person that is best suited to the position. We will look at your ability to perform the requirements of the role, including the extent to which you have the abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to the carrying out of the duties of the position. 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:

- ability to critically analyse and translate complex information to support the development of clear, evidence-based and audience-centric reporting
- proficiency in applying strategic thinking to the drafting of reports, written products and presentations, and in preparing report structures and narrative frameworks
- experience in writing and reviewing high-quality reports, publications and/or other high-profile products
- ability to identify presentation styles and approaches for communicating text-heavy documents, with QAO's styles and Parliament's Table Office requirements
- experience in coaching and mentoring employees
- ability to build effective positive working relationships to achieve reporting and communication outcomes.

Qualifications / Professional registration / Other requirements

Possession of an appropriate degree qualification in a relevant discipline such as Journalism or Communications **is highly regarded**.

Benefits and conditions

- 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: www.qao.qld.gov.au/careers/careers-faqs.

Pre employment checks

- 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.

Independence

QAO is the independent auditor of all Queensland public sector and local government entities. Not being independent, or not being seen to be independent, is a significant risk to our reputation and mandate.

Our independence is demonstrated through our integrity, objectivity, impartiality, and professional scepticism.

APES 1—*Code of Ethics for Professional Accountants* defines 2 types of independence:

- independence of mind where we can express conclusions without being affected by influences that compromise professional judgement
- and independence in appearance, whereby we must consider the perceptions of third parties regarding the auditor's independence.

To meet our professional obligations, QAO needs to understand your individual circumstances and relationships and assess whether these could be a threat to independence. Most threats are manageable (e.g. by not being assigned to specific audits), and we can apply safeguards, but we need to know about them.

Successful applicants, on acceptance of an offer of employment, and annually thereafter:

- are required to complete an independence declaration
- must disclose to the Auditor-General any previous employment as a lobbyist in the last 2 years.

Employees of the Queensland Audit Office:

- have an ongoing obligation to advise any perceived or actual conflicts of interest that may impact their independence or suitability to undertake the duties of the position
- are required to complete an annual independence declaration and are required to resolve any conflicts of interest
- are required to abide by the Code of Conduct for the Queensland Public Service.

Additional information

- 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@qao.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.
- 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

Our values and purpose

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



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 215 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 Senior Directors.

For more information on our functions and what we are passionate about, visit www.qao.qld.gov.au.

