# POSITION DESCRIPTION

## POSITION details

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| **Title:** | Graduate Data Analyst | **Business Unit:** | Office of the Auditor‑General |
| **Remuneration Level:** | VPSG 3.1 | **Hours per week:** | 38.00 |
| **Appointment Type:** | Ongoing | **Contract Length:** | N/A |
| **Reports To:** | Lead Data Scientist and Director – Data, Analytics and Systems Assurance | | |

## About VAGO

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| **Our Vision** | Better lives for Victorians through our insights and influence |
| **Our Purpose** | To help the Parliament hold government to account and help the public sector improve its performance |
| **Living the values at VAGO** | Respect, Accountability, Collaboration, Innovation |

The Auditor-General provides assurance to Parliament on the accountability and performance of the Victorian public sector.

To achieve this, VAGO annually conducts over 530 financial audits and numerous performance audits across a diverse range of portfolios including infrastructure, transport, health and human services, education, water, local government, justice, and central agencies. Such a broad range of portfolios allows our people to gain unrivalled audit experience working throughout Melbourne and regional Victoria.

We are focused on delivering next generation audit solutions underpinned bydata analytics, machine learning and artificial intelligence.

We are collegiate, encourage innovation, and are committed to knowledge transfer and communication. There are two audit portfolios within VAGO: Performance Audit and Financial Audit. The audit support function is split into the Office of the Auditor-General and Corporate Services.

## ABOUT Data SCIENCE, Data Analytics, AND SYSTEMS ASSURANCE

We consist of practitioners with a diverse range of skills and experience, united by a drive to use data and a scientific approach to improve the lives of Victorians. You will be part of a team committed to caring for each other, making a difference, and getting better at what we do every day.

Our Victorian Government clients are responsible for providing public services to more than six million people across Victoria using public assets worth more than $400 billion, and a combined annual turnover of more than $85 billion.

The Data Science team works in close collaboration with our performance auditors to enhance our audit findings using data driven evidence.

The Data and Analytics team is responsible for developing sophisticated data analytics outputs that empower auditors to use data analytics in more innovative and effective ways. The outputs produced enable auditors to go beyond the numbers and look at the efficient and effective use of public resources.

Our independent audit role gives us privileged access to our clients’ data. Our audits give you the unique opportunity to learn about public sector operations, major capital projects and new public service initiatives. Your work will make a difference and improve the delivery of services to the Victorian community.

## What You Will Do

Graduates at VAGO are enthusiastic, collaborative employees who are motivated by the challenge of promoting continuous improvement in the Victorian public sector. They directly contribute to the delivery of audits and business improvement projects within an allocated business area.

Graduates work alongside highly skilled professionals in an innovative work environment. They undertake a comprehensive graduate training program in their first year which includes rotation through the Data and Analytics and System Assurance Audit Team, Data Science and a Financial Audit team. This provides a solid foundation to build a successful career in either Data Analytics, System Assurance or Financial Audit. Upon successful completion of their first year of training, Graduates progress to either a Data Analyst or Auditor position within the organisation and continue to work with skilled senior professionals as a team member.

##### Key Responsibilities

* ***Technical***
* Exercise judgment in identifying and reporting fundamental audit related issues using established audit procedures and conduct testing as directed
* Provide data science support to performance audit teams, including stakeholder engagement, problem discovery and definition, and implementation of technical solutions
* In collaboration with performance audit teams, ensure compliance with auditing standards, VAGO specific guidelines, audit methodology and processes
* Produce data analytics outputs that will aide our financial audit teams in the delivery of their audits by using tools which include but are not limited to Qlik Sense, Power BI, SQL Server and Python
* Work to agreed standards, budgets and timeframes
* Use technical tools and mathematical and statistical techniques to inform decision making as required
* ***Relationship Management*** Establish and maintain positive relationships with internal and external stakeholders
* ***Analyse*** Undertake research and complete fundamental analysis activities for performance and financial audit teams
* ***Record Keeping*** Maintain records and content in VAGO’s key auditing systems (e.g. AmP, IPSAM)
* **Innovation** 
  + Contribute to continuous improvement by proactively and creatively participating in performance audit related projects and activities
  + Actively participate in opportunities to develop innovative data analytic solutions to resolve challenging business problems, using tools across our technology stack
  + Maintain a sound knowledge of emerging issues, trends, techniques and technologies and confidently and pro-actively offer your advice and perspectives
* ***Behaviour*** Promote and model the established VAGO values set by working respectfully and collaboratively as part of multi-disciplinary teams
* ***Learning and Development***Actively pursue learning and development opportunities that align with organisational goals. This includes passing applicable CPA/CA coursework and/or technical training sessions
* ***Compliance*** Meet corporate governance requirements by ensuring work is delivered in accordance with legislative and policy requirements

## who you are

#### Qualifications and experience

* Graduate or postgraduate qualification in mathematics, statistics, computer science, physics, or a related field
* Experience or qualification in either Python, R, C/C++, or a similar language
* Experience or qualification in SQL development
* Graduate or postgraduate qualifications in Accounting and / or Information Technology would be beneficial but is not a requirement of this role

#### Operational effectiveness

* Has a clear sense of purpose and impact of work and demonstrates the courage to challenge the value of work not aligned to organisational strategic objectives
* Possess a healthy intellectual curiosity and an avid interest in learning and development, especially the ability to learn and use new techniques and methodologies
* Adept at data driven story telling – critically extracts actionable insights from data, communicates effectively with technical and non-technical audiences
* Establishes and maintains relationships with diverse stakeholders
* Works within established methodologies but able to adapt to dynamic and evolving requirements
* Effectively addresses ambiguous business issues without clear precedents and translates abstract concepts into concrete and actionable solutions

#### A people focused approach

* Fosters a sense of common purpose within a team
* Models collegiate, resilient and flexible work behaviours
* Demonstrates a commitment to continuous professional development
* Demonstrates commitment to VAGO’s diversity and inclusion strategies including the Reconciliation Action Plan (RAP)

### Logistics and compliance

* The role is based at 35 Collins Street, Melbourne
* Travel to various work locations throughout Victoria and Australia may be required (all transport and accommodation requirements are provided as needed)
* VAGO employees are required to comply with public sector requirements for ethical conduct, conflict of interest, Occupational Health & Safety, Diversity in the Workplace, the Human Rights Charter and Equal Opportunity principles
* All VAGO employees are required to undergo a criminal record check, pre-employment screening processes and complete a Declaration of Independence on commencing employment and periodically thereafter