# POSITION DESCRIPTION

## Position details

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| **Title:** | Graduate Analyst | **Business Unit:** | Performance Audit |
| **Remuneration Level:** | VPSG 3.1 | **Hours per week:** | 38.00 |
| **Appointment Type:** | Ongoing | **Contract Length:** | Ongoing |
| **Reports To:** | Director, Performance Audit | | |

## About VAGO

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| **Our Vision** | Better lives for Victorians through our insights and influence |
| **Our Purpose** | Helping Parliament hold government to account and assisting the public sector to improve its performance |
| **Living the VAGO values** | 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 social services, education, water, local government, insurance, justice, treasury and superannuation. Such a range of portfolios allows our people to gain exposure to, and influence improvement in, a broad range of government service delivery areas.

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

We are collegiate, encourage innovation and collaboration, and are committed to knowledge sharing and effective stakeholder engagement. We have two audit portfolios within VAGO: Performance Audit and Financial Audit. Our audit support function is split into the Office of the Auditor-General and Corporate Services.

## About Performance audit

Our Performance Audit group is a diverse group of approximately 50 highly motivated professionals. You will be part of a supportive team committed to professional excellence that will help you build skills to advance your career.

Our clients are responsible for delivering government services including education, health care, public housing, child protection, corrections, public transport, local government, environmental protection, water resources and more. While completing performance audits, you’ll look at how well government agencies are delivering services like these, advise our Parliament and the public about this and provide recommendations to government agencies. Your work will make a real difference to public sector accountability, improving the delivery of services to the Victorian community.

Working with us, you’ll be empowered to balance work and home life including having the opportunity to participate in flexible working arrangements.

## 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 performance audits and business improvement projects as required.

Graduates will work alongside highly skilled professionals in an innovative work environment. They undertake a comprehensive graduate training program in their first year, which provides a solid foundation to build a successful career in audit. Upon successful completion of their first year of training, Graduates progress to an Auditor position within the organisation and continue to work with skilled professionals as a team member.

#### Key Responsibilities

* ***Behaviour*** Promote and model the established VAGO values set including:
* Actively pursue learning and development opportunities that align with VAGO’s goals
* Contribute to continuous improvement by participating in audit meetings/debriefs and sharing lessons learned
* ***Operations***
* Assist with the conduct of audits and delivering quality work within agreed budgets and timeframes
* Exercise judgement in identifying and reporting potential audit issues.
* Develop an understanding of auditing standards and guidelines, audit methodology and processes
* Contribute to the development and implementation of business improvement projects as required
* ***Compliance*** Comply with corporate governance requirements by developing an understanding of legislative and policy requirements
* ***Records Management***Maintain records and content in VAGO’s key systems (e.g. AmP, IPSAM)
* ***Relationships*** Establish and maintain constructive relationships with:
  + All Performance Audit colleagues
  + Audit clients
  + Other VAGO stakeholders as required
* **Collaboration** Support other employees by working effectively as a member of a multi-disciplinary team

## who you are

#### Qualifications and experience

* Tertiary qualifications in a broad range of fields of study is applicable, including but not limited to Arts (public policy, social sciences, economics, etc.), Law, or Business, preferably at a post-graduate or honours level
* Some experience in undertaking audits or investigations, inquiries or reviews is preferred but not required

#### Operational effectiveness

* Effectively communicates, providing clear and accurate explanations
* Uses initiative and sound judgement when undertaking assigned work and identifying potential issues
* Confidently applies rules and established methodology to practical situations
* Demonstrates innovative thinking and actively embraces change
* Promotes a culture of inquiry by sharing learning and knowledge
* Uses an adaptive and professional approach when establishing and maintaining relationships

#### 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

## Logistics and compliance

* The role is based at 35 Collins Street, Melbourne
* Travel to various work locations throughout Victoria and Australia may be required
* 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 and complete a Declaration of Independence on commencing employment and periodically thereafter