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 |

**What we do**

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 broad range of portfolios allows our people to gain unrivalled audit experience working throughout Melbourne and regional Victoria.

**Our people**

Our organisation is filled with people who love what they do, enact change and uphold our values. We are a workforce of highly motivated, empathetic and collaborative people, who encourage innovation and knowledge sharing.

We strive to build and maintain an inclusive workplace that brings out the best in our people. We encourage and celebrate our diversity, and actively support work life balance and flexibility across all our roles.

**Our structure**

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 55 highly motivated audit 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 physical assets worth more than $400 billion and have a combined annual turnover of more than $85 billion. While completing performance audits, you’ll go beyond the numbers to look at the issues of effective service delivery, value for money, integrity and accountability.

Our independent audit role gives us exclusive access to our clients. This provides you the unique opportunity to learn about public sector operations, projects and activities that impact the daily lives of over 6 million Victorians. Your work makes a difference to public sector accountability, improving the delivery of services to the Victorian community.

You’ll be empowered to balance work and home life including the opportunity to participate in flexible arrangements, so any extra time spent during peak times in an audit is returned to you as additional form of leave.

### 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

* Post-graduate tertiary qualifications in a broad range of fields of study, including but not limited to Arts (public policy, social sciences, economics, etc.), Law, or Business is required
* Alternatively, undergraduate qualifications in the same disciplines detailed above, coupled with significant relevant industry experience are accepted
* 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
* Demonstrates commitment to VAGO’s diversity and inclusion strategies including the Reconciliation Action Plan (RAP)

### Logistics and compliance

* When not working from home, this role is based at 35 Collins Street, Melbourne
* Travel to other locations in metropolitan Melbourne for team collaboration also occurs periodically
* 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