ROLE DESCRIPTION

Government of South Australia

Auditor-General's Department

Title of Position: Data Analyst Classification Code: ASO4 Type of engagement: ☒ Ongoing ☐ Term:	Directorate: Specialist Reviews and Analytics Section: Data Analytics Role Created: Occupant: File Reference:

Role Description Approval

All (excluding Senior Roles)
Signed:

Andrew Corrigan   **Date: 5/7/2017**
Assistant Auditor-General

SECTION A: GENERAL INFORMATION

ESSENTIAL QUALIFICATIONS

To be considered for this role it is essential that you have the following:

- an appropriate degree recognised by the Auditor-General

DESIRABLE QUALIFICATIONS

- experience in using computerised data analytics and visualisation tools (e.g. ACL, Tableau), and;
- experience in using computer programming languages used for performing data extraction and analysis (e.g. SQL)
- experience in conducting audits (financial, information technology and/or performance)

CONTEXT OF THE ROLE

As part of the public sector accountability process, the function of the Auditor-General's Department is to assist the Auditor-General to carry out the duties prescribed in the *Public Finance and Audit Act 1987*.

In essence, the Department provides Parliament (and consequently the people of South Australia) and public sector agencies with independent professional opinions on matters related to financial management, compliance with legislative requirements and, where appropriate, comments on the efficiency and economy with which public sector resources are used.

Data analytics is an emerging focus area for our Department. It provides us with opportunities to improve the impact, quality and relevance of our audits and reports. Through improving our Department's data analytics capabilities, we can better meet the changing demands of public sector auditing.

To address these opportunities, in early 2017, the Department established a separate dedicated Data Analytics (DA) team. The Data Analyst is a member of the DA team and is accountable to the Principal Audit Manager (Data Analytics). The Data Analyst utilises professional skills and knowledge to assist in detailed analysis of data (system and financial). This includes data to be used for general audit planning purposes, as well as specific analytics-based performance and financial audits.

SECTION A: GENERAL INFORMATION (cont.)

REPORTING/WORKING RELATIONSHIPS

- Reports to the Principal Audit Manager (Data Analytics).
- Works closely with other members of the DA team.
- Regularly liaises with staff from other teams, including financial audit staff.

SPECIFIC REQUIREMENTS (e.g. non-metropolitan location, travel requirements, frequent overtime etc)

- This role is located within the Adelaide metropolitan area.
- Some out of hours work may be required at times.
- Generally, periods of leave will not be granted between July and September.
- Undertake intrastate/interstate travel where appropriate.
- The incumbent may be assigned to other divisions/locations within the Department to perform work of a similar nature.
- The successful applicant will be required to undergo a criminal records check.

SECTION B: KEY RESPONSIBILITIES

Data Analytics

- Collect relevant datasets from our clients. Extract, transform and load these datasets using suitable software tools.

- Under general direction from the Principal Audit Manager (Data Analytics):

    – analyse data for the purpose of assisting with audit planning and conduct

    – present results of data analysis in dashboards and interactive reports.

- Assist with implementing the Department's data analytics strategies, including:

    – identifying areas where data analytics could be integrated in financial and performance audits, including developing suitable data analytics tests

    – designing and conducting training programs aimed at improving staff data analytics skills

    – promoting the use of data analytics within other teams.

Audit Conduct

- Contribute to the preparation of audit planning documents as directed by the Principal Audit Manager (Data Analytics).

- Under general direction, undertake detailed analysis of data (system and financial)

- Formulate opinions on issues identified and offer recommendations for improvement. To include:

    – drafting of management letters for review by the Principal Audit Manager (Data Analytics),

    – take an active role in the communication of audit findings in exit interviews with client management,

    – preparation of draft commentary for possible inclusion in the Auditor-General's Report.

- Under general direction from the Principal Audit Manager (Data Analytics):

    – carry out examinations referred to the Auditor-General by the Treasurer or the Independent Commissioner Against Corruption under section 32(1b) of the PFAA,

    – prepare reports on the outcomes of examinations to the Treasurer or the Independent Commissioner Against Corruption.

- Keeping senior audit staff up to date with audit progress and issues arising from the audit work.

Client/Stakeholder Focus

- Develop and maintain effective working relationships with clients.

- Maintain audit independence in all dealings with clients.

Resource Management

- Effectively utilise application of technology in the conduct of audits.

- Efficiently manages allocated resources, which includes planning, delegating and prioritising.

- Take an active role in the training and development of staff.

SECTION B: KEY RESPONSIBILITIES (cont.)

Contribute to Team Objectives

- Awareness of team objectives and contributes to the ongoing development of the team plan.
- Support the maintenance of a harmonious work environment which maximises team effectiveness.
- Contribute to team development and team building.
- Provide on the job training.

Contribute to Departmental Objectives

- Awareness, understanding and support the statutory responsibilities of the Auditor-General and the corporate objectives and values of the department.
- Understands the context of the South Australian public sector and the department's operating environment.
- Support and promote strategies designed to improve departmental operations, including the Data Analytics Strategy.
- Participate on consultative committees, working parties and in workshops or forums convened to address corporate wide issues.
- Contribute to the development and maintenance of a professional image for the department.
- Complies with department policies and procedures.
- Contribute to a safe and healthy work environment, free from discrimination by adhering to ethical behaviour and professional integrity expectations outlined in clause 5(6) of the Public Sector Act 2009 and the Code of Ethics for the South Australian Public Sector.

Professional and Technical Expertise

- Understand and apply data analytics (extraction and analysis of data).
- Understand and apply auditing standards, processes and methodologies.
- Ability to interpret legislation.
- Understand and apply departmental audit methodologies.

SECTION C: COMPETENCY PROFILE

This role requires a person with the following competencies:

Achieves Results	Key Behaviours:
Self-motivated in achieving goals or results with enthusiasm and determination by managing resources effectively and efficiently and handling competing priorities.	• Works effectively and maintains a positive outlook under high pressure • Works independently, needing little guidance and support • Sets ambitious personal goals, targets and objectives and develops strategies to achieve them • Processes high volumes of work at a rapid pace completing projects on time meeting deadlines • Manages conflicting demands and priorities with an appropriate sense of what is most important or urgent • Assists others in the achievement of results.

Communicates Effectively	Key Behaviours:
Conveying with confidence and credibility, information and ideas clearly, concisely and accurately to individuals or groups having the desired impact that helps them understand and retain the message.	• Represents the organisation well in moderately complex interactions influencing people towards own viewpoint • Communicates concepts and issues effectively, selecting language, tone, style and format suited to the target audience • Commands interest from others by making a specific effort to relate to others at their level of understanding • Communicates effectively in written form structuring reports into main sections with clear explanations of the issues, the implication, options and conclusions • Uses summaries to aid others' understanding • Clearly expresses own point of view in group settings • Phrases questions skilfully to probe for information

Continuous Learning and Applying Specialist Expertise	Key Behaviours:
Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.	• Actively seeks feedback from different sources about own strengths and weaknesses • Invests time and effort to learn and build on knowledge and skills • Clearly identifies personal and professional strengths and development needs • Actively develops own knowledge of best practices, latest developments and public sector • Is committed to ongoing professional development by membership of professional bodies or attendance at conferences

Leading and Relating to People	Key Behaviours:
Building relationships, and understanding of other's needs and motivations. Uses a range of strategies to enhance team and individual performance and to promote individual development while promoting consensus and team spirit.	• Offers encouragement, praise, help and support and is sensitive and diplomatic in offering any critical comments • Assists in the development of team objectives and priorities and contribute to the ongoing development of the team plan • Contributes to building a positive team environment by focusing on team based goals, cooperation and team achievement • Identifies others needs and accepts the responsibility to provide guidance and to build on others understanding • Utilises effective methods in the provision of on the job training • Builds networks with clients and maintains relationships • Identifies ways to reduce own work stress using appropriate coping techniques

Problem Solving	Key Behaviours:
Using innovation and conceptual thinking skills to explore all aspects of a problem and generate appropriate options and commit to a definite course of action	• Is able to define and solve complex problems relating to work role • Generates new ways of doing things and trying things • Anticipates potential obstacles • Evaluates options against established criteria • Takes sound decisions in relatively difficult and complex situations

Quality Orientation	Key Behaviours:
Setting high standards of performance for self and others, taking responsibility for success of tasks or assignments. Ensuring quality of work and compliance with Departmental core values, standards and procedures.	• Encourages others to strive for a high level of quality • Ensures others understand tasks at hand prior to the execution of the work • Monitors quality of others' labour