Title of role:	Data Analyst	Directorate:	Specialist Reviews and Analytics
Classification code:	ASO2	Section:	Data Analytics
		Role created:	
		Occupant:	
		File reference:	

Role description approval

Signed:

Ian McGlen   Date: 12/10/2017

Deputy Auditor-General

Section A: General information

About the department

The Auditor-General's Department strives to assist the South Australian public sector to operate to the highest levels of accountability and integrity. We provide timely, relevant information to Parliament on the performance and accountability of government agencies and local government from our audits, reviews and examinations.

The values we expect our people to demonstrate are:

- integrity – we act fairly, honestly, impartially and independently.

- accountability – we value and take responsibility for the trust and resources invested in our function. We hold ourselves and others accountable for achieving results.

- responsiveness – we listen and respond to our clients and stakeholders within the constraints of our independence.

- collaboration – we value and support teamwork that builds relationships and cooperation across the Department. We value our working relationships with our clients.

- courage and tenacity – we persevere, listen attentively, question thoughtfully and challenge openly, and encourage others to do the same.

- respect – we value and strive for respectful relationships between our staff and with our clients and external stakeholders.

- innovation – we encourage and value ideas for improvement.

We promote professional development and have a close relationship with two professional accounting associations: CPA Australia and Chartered Accountants Australia and New Zealand. We were the first organisation in Australia to be awarded with Recognised Employer Partnership status by CPA Australia.

About our team

The Specialist Reviews and Analytics directorate comprises the Information Technology Audit (ITA) team, the Data Analytics team and the Local Government team.

The Data Analytics team is a small, dedicated team responsible for implementing the Department's data analytics strategy. 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.

About the role

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. Use of a range of software for data extraction, analysis and visualisation is a feature of this role.

Reporting/Working relationships

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

Specific requirements

- Located in the Adelaide metropolitan area.

- Out of hours work will be required during peak workloads.

- Generally, periods of leave will not be granted during audit report period (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.

- Employment is subject to national criminal history record check.

Section B: Key responsibilities

Data analytics

- Collect or assist with collecting relevant datasets from our clients. Assist with extracting, transforming and loading these datasets using suitable software tools.
- Under general direction:
  — analyse or assist with analysing data for use with audit planning and conduct
  — present the results of data analysis in dashboards and interactive reports.
- Participate in implementing the Department's data analytics strategy, such as assisting with development of data analytics tests.

Audit conduct

- Under general direction, undertake detailed analysis of data (system and financial).
- Participate in formulating opinions on issues identified and offer recommendations for improvement. To include:
  — drafting of findings for inclusion in management letters for review by supervising officer
  — communication of findings in exit interviews with client management.
- Under general direction:
  — carry out examinations referred to the Auditor-General by the Treasurer or the Independent Commissioner Against Corruption under section 32(1b) of the *Public Finance and Audit Act 1987*
  — assist with preparing reports on the outcomes of examinations to the Treasurer or the Independent Commissioner Against Corruption.
- Keep 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 existing applications in the conduct of data analysis, including data collection, interrogation and visualisation (SQL, Tableau, Excel)
- Effectively learn and apply new technology and methodology to the conduct of data analysis.

Contribute to team objectives

- Show awareness of team objectives and contribute to the ongoing achievement of the team plan.

- Support the maintenance of a harmonious work environment which maximises team effectiveness.

Contribute to departmental objectives

- Understand and support the statutory responsibilities of the Auditor-General and the corporate objectives and values of the Department.

- Understand the context of the South Australian public sector and the Department's operating environment.

- Participate in consultative processes and forums.

- Contribute to the development and maintenance of a positive corporate image for the Department.

- Maintain the ethical standards outlined in the Code of Ethics for the South Australian Public Sector.

- Work safely and comply with *Work Health and Safety Act 2012*.

Section C: Knowledge, skills and competency profile

Knowledge and skills

Essential qualifications

- Completion of, or studying towards, an appropriate degree recognised by the Auditor-General, particularly incorporating a course or subjects related to data analysis.

Consideration will be given if there is a small study gap to meet the degree qualification.

Desirable qualifications

- Completion of courses in using computer programming languages used for performing data extraction and analysis (e.g. SQL).

- Completion of courses in using computerised data analytics and visualisation tools.

Professional and technical expertise

- Ability to apply data analytics (extraction and analysis of data).

- Knowledge of SQL or other database query application is desirable.

- Under direct supervision, when applicable, apply auditing standards, processes and methodologies.

- Awareness of the existence of government accountability frameworks.

Section C: Knowledge, skills and competency profile – *continued*

Key skills (refer to competency profile for more details)

- Clear and concise written and oral communication, that allows effective communication of technical concepts and issues to a wide range of audiences and readers.

- Excellent time management skills with ability to effectively prioritise tasks and meet set and ad hoc deadlines.

- Sound interpersonal skills that enable establishment of rapport and cooperative working relationships with clients and team members.

- Ability to identify issues and problems and progress towards resolution.

- Sound analytical skills

- Ability to learn new technologies, methodologies and concepts quickly.

- Accuracy and attention to detail.

Competency profile

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.	• Shows persistence by not giving up, sticking at a goal for as long as it is attainable • Enthusiastically sustains effort and hard work over long periods of time • Enjoys personal achievements and successes and accepts criticism in a positive manner • Delivers results on time, meeting deadlines to secure recognition, and wants to be measured by results • Recognises how own performance contributes to the success of the section and the Department • Uses daily planning strategies and checks progress at regular intervals

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.	• Presents as confident and professional creating a positive impression of the organisation • Asks questions to solicit information and to clarify own and others' understanding • Listens carefully to others without interrupting or speaking over the top of others • Uses body language which is consistent with verbal communication • Aware of the importance of earning the respect of others and seeks to understand how others perceive them • Maintains independence whilst communicating • Conveys accurate information • Clearly communicates work performed in written form

Competency profile – *continued*

Continuous learning and applying specialist expertise	Key behaviours
Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.	• Keeps up to date and learns about the latest developments, current tools and standards • Actively pursues learning opportunities and relevant professional qualifications and memberships • Seeks out and acts upon feedback positively • Actively participates in meetings and training courses and associated training modules • Accepts changing or new circumstances in a positive manner

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.	• Treats all staff fairly and equitably • Keeps control over own emotions and avoids public outbursts • Participates in team discussions • Builds relationships with team members

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	• Adapts own work methods to match varied task requirements • Seeks information/data from a variety of sources, identifying information 'gaps' • Sifts through and uses information selectively and maintains objectivity in analysis • Is able to define and solve problems relating to work role • Thinks about whose responsibility it is to take the decision and acts accordingly • Holds self-accountable for decisions

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.	• Does not take short cuts or compromise standards • Always complies with laid down procedures and standards • Complies with the public sector code of conduct and employee standards • Maintains audit independence in the conduct of the role • Shows pride in working for Auditor-General's Department • Understands tasks at hand prior to execution of the work