

ROLE DESCRIPTION



Government of South Australia

Auditor-General's Department

<p>Title of role: Senior Project Officer</p> <p>Classification code: ASO6</p> <p><input type="checkbox"/> Ongoing</p> <p><input checked="" type="checkbox"/> Term: to 30 June 2019</p>	<p>Directorate:</p> <p>Role created:</p> <p>Occupant:</p> <p>File reference:</p>
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Role description approval

All (excluding senior roles)

Ian McGlen

Deputy Auditor-General

Date: 20/11/2018

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.

CONTEXT OF THE POSITION

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, economy and/or effectiveness with which public sector resources are used.

With a focus on improving the impact, quality and relevance of audits and reports and building capacity and capability to meet the changing demands of public sector auditing and changes across the public sector environment, the Auditor General has identified a range of projects that require planning, design, development and/or delivery. Priority projects include:

- Specification development and procurement of a new practice management software system for time recording, audit fee billing and activity/productivity reporting
 - Coordination of a survey of Parliamentarians by a specialist research firm and summarising the outcome for reporting to Executive
 - Review of the Department's audit fee arrangements
 - Implementation of selected projects under the Department's Gender Equity Strategy.
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ABOUT THE ROLE

The Senior Project Officer role has been created to undertake the planning, design, development and where required delivery of a range of projects. The focus will be on the four priority projects identified and may, depending on capacity, extend to other corporate projects. The Senior Project Officer will be required to undertake a varied range of project duties including, preparing system specifications, undertaking market and broader subject matter research, developing business cases, engaging, negotiating with and contract managing third party providers, and developing strategies for implementation. The Senior Project Officer will be required to report regularly on project progress, milestones and is expected to follow clear and consistent project management methodologies.

The Senior Project Officer will report to a Senior Manager and work under general direction to achieve project objectives. There is an expectation that the Senior Project Officer will undertake projects concurrently and consult appropriately, and as required, work closely with a range of staff across the Department.

REPORTING/WORKING RELATIONSHIPS

- Reports to the Senior Manager
- Works closely with other members of the Department
- Liaises and negotiates with third party providers.

SPECIFIC REQUIREMENTS (eg non-metropolitan location, travel requirements, frequent overtime etc)

- This role is located in the Adelaide metropolitan area.
- Some out-of-hours work may be required.
- May 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.

SECTION B: KEY RESPONSIBILITIES

Deliver strategic business projects and provide business analysis services that drive efficiency and facilitate the achievement of Departmental objectives

- Provide high level professional advice on all relevant matters relating to strategic projects, including the consideration of benefits, issues and risks.
- Establish and manage relationships with key project stakeholders ensuring communications are frequent, targeted and relevant, and consultation is a key feature of project practice.
- Develop project concepts, including scoping project parameters and developing business cases.
- Undertake research, including market research on products/services, subject matter research on current and emerging practices and systems, and jurisdictional analyses to inform project development.
- Engage and consult with subject matter experts to inform project outcomes.
- Undertake high level analyses and reviews of existing systems, practices and processes to identify improvements and project requirements.
- Prepare specifications for the sourcing of systems, products or services, including liaising with the business to determine and document requirements.
- Procure, negotiate with and establish and manage contracts with third party providers, including monitoring and managing performance delivery.
- Prepare strategies, initiatives and actions to support project delivery.
- Implement projects on time and within budget.
- Monitor and report on project progress, milestones, outputs and outcomes.

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.

- 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 publicly, safe and healthy work environment, free from discrimination by implementing the General Public Sector Aims and Standards described in Part 2 of the *Public Sector Management Act 1995* and as issued as Code of Conduct for Public Sector Employees.

SECTION C: COMPETENCY PROFILE

Essential qualifications

- No essential qualifications required.

Desirable qualifications

- Tertiary qualifications in accounting or information technology are considered desirable.
- Certification or accreditation in project management or a formal project methodology is considered desirable.

Professional and technical expertise

- Strong project management experience, demonstrating the application of project management principles and practices to deliver on-time and on-budget projects.
- Experience in the development of IT system specifications, procurement and/or implementation.
- High level research skills, including market research, jurisdictional analysis and subject matter research.
- High level verbal communication skills, including experience in liaising, consulting and negotiating with a range of internal and external stakeholders.
- Proven ability to identify and manage project risks and consequences.
- Demonstrated understanding of change management principles and practices, and ability to identify impacts of change on staff and external stakeholders.
- Understanding of human resources management or organisational development is considered desirable.

SECTION C: COMPETENCY PROFILE (contd)

This position 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.	<ul style="list-style-type: none">• Works effectively and maintains a positive outlook under significant pressure or setbacks, recognising own impact on team• Displays persistence with ambiguous and ill-defined situations or projects• Sets clear goals for self and others to provide a significant stretch for performance• Aligns own and team performance with Department's goals• Monitors the achievement of section objectives and milestones and is keen to be measured by results of the team• Plans ahead in the medium term identifying and addressing potential obstacles• Identify ways to improve efficiency

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.	<ul style="list-style-type: none">• Represents the organisation well in complex interactions influencing people towards own and organisation's viewpoints in a way that results in agreement or acceptance• Commands interest from others when addressing individuals or groups• Addresses objections from others reliably and competently• Uses active listening skills• Keeps relevant stakeholders informed• Understands the impact they are having and adjusts behaviour accordingly• Effectively communicates both verbally and in writing complex issues in a clear and succinct manner

Written Impact	
Conveying written information in a clear and concise manner resulting in the written correspondence having the desired impact on the reader. Persuading the reader, using a style and language appropriate to the topic and audience.	<ul style="list-style-type: none">• Is highly skilled in writing in a fluent, concise and unambiguous manner• Produces documents dealing with complex issues that are structured into main sections with clear explanations of the issues, the implication, options and conclusions• Is highly skilled in the use of correct spelling, syntax and grammar.

Relating to People	<i>Key Behaviours:</i>
Building relationships, and understanding of other's needs and motivations.	<ul style="list-style-type: none"> • Encourages a diversity of ideas and opinions • Actively networks, building and maintaining strong relationships • Actively attempts to identify others' needs and wants • Fosters a cooperative spirit by actively involving others and seeking consensus and harmony, emphasising areas of agreement

Scheduling and Implementing	
Establishing a course of action for self and others to accomplish specific goals. Managing time effectively and handling competing priorities.	<ul style="list-style-type: none"> • Breaks down projects into component parts, systematically identifying and allocating tasks • Prepares contingency plans • Monitors the achievement of section objectives and milestones • Plans ahead in the medium term

Problem Solving	<i>Key Behaviours:</i>
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	<ul style="list-style-type: none"> • Adjusts approach and thinking within a variety of situations • Is able to define and solve complex and ambiguous problems • Uses innovation and creativity to generate optimum and workable solutions and courses of action for self and others • Takes insightful, timely decisions in situations that are difficult or complex • Involves others affected by a decision and gains their commitment