

# Assistant Auditor General Financial Audit Applicant Information Pack

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Thank you for your interest in this key role with the Office of the Auditor General for Western Australia.

The OAG is an independent agency that reports directly to Parliament on public sector accountability and performance. We are the largest and most complex audit practice in WA and are able to offer unique opportunities to our talented people.

This role requires a genuine commitment to the Vision, Mission and Values of the Office; and to the impartiality, independence and integrity required to deliver desired outcomes.

It is important that you read the following information as well as the job advertisement carefully when preparing your application as this will tell you what is required. You might also like to undertake some additional research about our organisation by viewing our website [www.audit.wa.gov.au](http://www.audit.wa.gov.au)

## Are you eligible to apply?

To be eligible for appointment to this role it is essential you have permanent residency status in Australia or are a New Zealand citizen with a Special Category Visa. You will be asked to provide evidence of your citizenship or other entitlement to live and work in Australia.

As the Office is a public sector integrity agency, it has a unique role that requires all employees to undertake a national criminal clearance as an initial and ongoing condition of employment.

Evidence of essential qualifications will also be required. You will be expected to submit certified copies of original transcripts and degree certificates either with your application or provided directly to the recruitment consultant prior to any offer of interview.

The criminal screening and confirmation of qualifications will be undertaken prior to any employment offer being made, and you must be willing and able to undergo a national security vetting process.

## Step 1 – Getting Started

### Preparing your application

You are required to provide a current, comprehensive CV or résumé and a statement – of no more than 3 pages – in response to the leadership capabilities below.

You must also include the names and contact details of 2 referees who can comment on your experience and performance in relation to this role.

To be shortlisted for an interview you need to demonstrate to the Panel that you possess the leadership qualities of the ideal applicant. Your ability to present this clearly and concisely will be viewed favourably.

**Shaping and managing strategy**

- the ability to set organisational strategies that align with public sector objectives while maintaining the Office's independence

**Achieving results**

- the ability to build professional capability and coordinate multi-disciplinary teams, drawing from the expertise within to achieve legislative deadlines

**Building productive relationships**

- the ability to build and sustain a network of strategic relationships. Guiding, coaching and developing senior leaders is fundamental to this role

**Exemplifying personal integrity and self-awareness**

- personal commitment to professionalism, probity and personal development and to projecting a positive outlook in difficult situations

**Communicating and influencing effectively and respectfully**

- the ability to negotiate persuasively and adapt your communication style and message to suit the audience.

All claims will be tested and any misrepresentations may be reported, under section 28 of the *Corruption and Crime Commission Act 2003*, to the Corruption and Crime Commission.

## Lodging your application

Applicants are encouraged to apply online **via [au.hudson.com](http://au.hudson.com)** quoting **reference number 198084**.

When you are ready to lodge your application please check that you have actioned the following items before posting:

- ✓ addressed the work-related requirements or provided all information requested in the advertisement including evidence of essential qualifications. If you are unclear about what is required, speak to the nominated contact person
- ✓ saved a copy of your résumé (CV), covering letter and/or statement addressing the work-related requirements ready for uploading in MS Word (.doc) or PDF file formats only. We also accept common picture file formats such as JPEG and TIF/F for documentary evidence
- ✓ ensured you have plenty of time to submit your application and allow for system outages. The nominated closing time and date are not negotiable.

## Additional information

For a confidential discussion please contact Hudson Executive, Charles Kerr on 03 9623 6799. For other queries related to the process please contact Ms Mandy Murray, Director Workforce and Development OAG on (08) 6557 7564 or email [mandy.murray@audit.wa.gov.au](mailto:mandy.murray@audit.wa.gov.au)

## Step 2 – The Interview

After assessing your application, the Selection Panel may invite you to attend an interview. The interview process adopted by the Panel will reflect the work-related requirements.

You will be advised of the interview structure when your interview is confirmed; and of any material you need to bring with you for review.

There may be other forms of assessment, such as psychometric or behavioural testing, that the Panel considers appropriate to this role.

## Step 3 – What happens next?

The Panel considers all information gathered through the application, interviews, any testing conducted and referee responses to determine the applicant(s) who best meet the work-related requirements and the business needs of the Office overall.

The selection report is finalised with the Selection Panel's recommendation(s) and submitted to the Auditor General, who may seek further information or additional interviews to make the final decision.

All applicants receive formal notification of the outcome of the process; and the successful applicant is contacted directly to negotiate commencement details.

Feedback is only available at the end of the process from the nominated person after the selection report is completed and endorsed by the Auditor General.

### Breach process

At the end of the selection process and after notification of the outcome, applicants are encouraged to seek feedback.

If you are unsuccessful and believe that any of the compliance requirements in the Commissioner's Instructions (shown below) have not been met, you can lodge a formal application for a review of the process. You will have 4 working days to lodge a Breach of Standard Claim and the details for lodgement will be included in the formal notification.

Claims of breaches of standards only provide for review of the processes undertaken and not because you consider you were more competitive than the selected applicant.

### Commissioner's Instruction – Employment Standard

The OAG's desired recruitment process outcome is appointing the applicant who best fits the role, team and organisational requirements. Our recruitment processes comply with the Employment Standard which contains 4 principles.

#### 1. Merit Principle

- the extent to which the person has the skills, knowledge and abilities relevant to our advertised vacancy.

#### 2. Equity Principle

- our decisions are impartial and free from bias, nepotism and patronage.

**3. Interest Principle (applies to acting, secondments and transfers)**

- for secondments, transfers and acting opportunities the employee's interests and the work-related requirements are taken into account.

**4. Transparency Principle**

- decisions are transparent and capable of review.

## **Step 4 – Feedback**

When notified of the outcome of the selection process you are encouraged to telephone the person nominated for feedback. This information may be valuable to you when you are looking for future job opportunities.

## **Confidentiality**

The Office of the Auditor General holds all aspects of the recruitment and selection process in the strictest confidence.