



# Candidate information pack

Group Executive Director, Audit Assurance Services Group, SES Band 2; and  
Group Executive Director, Performance Statement Audit Services Group, SES  
Band 2.

Australian National Audit Office

**Reference No: #766**

**Close date: 11.30pm AEST Sunday 15 August 2021**

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# Group Executive Director, Audit Assurance Services Group, (ASSG) SES Band 2 and Group Executive Director, Performance Statement Audit Services Group, (PSASG), SES Band 2, Australian National Audit Office

## Position description

### Position Overview

**Reports to:** Deputy Auditor-General

**Location:** Forrest, Canberra

### Why work at the ANAO?

At the Australian National Audit Office (ANAO), you'll do work you can't do anywhere else. Our work is challenging, meaningful and unique within the Australian Public Service. You will work side-by-side with senior leaders and play a key role in ensuring accountability and transparency in the Australian Government sector.

Our people are committed to quality and driven to achieve excellence. We value diversity and understand that every person contributes to our success as an agency. In a rapidly changing environment, our work continues to reflect and promote the values of the community we serve.



Generous remuneration



Investment in your learning and development



Work life balance



Rewards and recognition



Contemporary workspace



Access to the right tools and technology

### Who we are

The ANAO supports accountability and transparency in the Australian Government sector through independent reporting to the Parliament. At the ANAO, you will make meaningful and valuable contributions to public sector administration through a full range of audit and assurance services.

We are a professional and high performing organisation underpinned by the values of integrity, respect and excellence. Our people are technical and analytical experts in their field and are driven to produce high quality outcomes.

The ANAO has two opportunities to make a difference to support accountability, transparency and improved public sector performance. The two positions are **Group Executive Director, Audit Assurance Services Group (AASG)** and **Group Executive Director, Performance Statement Audit Services Group (PSASG)**.

### Group Executive Director, AASG

The ANAO is mandated by Parliament as the financial statements auditor for all Commonwealth entities. The Group completes approximately 250 financial statements each year, in time for audit opinions to be included in entities' annual reports which are tabled in Parliament each year. Audits are delivered by both in-house staff and contracted out to audit firms. The Group also develops additional reports to Parliament on findings and insights from its audit work.

## Group Executive Director, PSASG

The ANAO has been funded to develop and implement a program of performance statement audits for Commonwealth entities. Performance statement audits will provide the Parliament with assurance on the non-financial performance information reported in entities' annual reports. The new Group Executive Director position will lead the implementation of the new audit product into the business of the ANAO and in the Australian public sector.

### The opportunity

As a Group Executive Director, it is expected that the successful applicant will:

- be a member of the Executive Board of Management, participate in the development and implementation of ANAO strategies, policies and practices, particularly as they apply to performance statement audit and other audit related products;
- be accountable for the management of the Service Group, ensuring achievement of corporate objectives;
- effectively manage change and adopt innovative approaches to the management of the Service Group;
- be accountable for the planning, management delivery and quality of audit opinions on high risk and reputationally sensitive financial and performance statement audits in accordance with ANAO standards as well as managing a range of activities relating to the corporate management of the ANAO;
- manage staff engaged in audit and audit support functions, including the promotion of staff development and application of public sector and ANAO values;
- promote a culture of continuous improvement in practice operations and technical expertise in the provision of contemporary audit services;
- develop and maintain productive working relationships with stakeholders and staff; and
- represent the ANAO as required to the Parliament, audit entities and the public.

Under the Work Health and Safety Act 2011, SES officers have responsibility to ensure the health and safety of ANAO workers. All workers under an SES officer's direct or indirect management must comply with the duties and obligations of the legislation and SES must take all reasonable steps to ensure that this occurs. In addition, under the Safety, Rehabilitation and Compensation Act 1988, associated guidelines and procedures, all SES officers as senior managers are responsible for prompt reporting of injuries/illnesses and have a role to play in the early support and rehabilitation of injured/ill employees.

### Who we are looking for

To be successful in the role, the person will need to:

- demonstrate a professional background with superior management ability and a strong track record in client and project management with a capacity to lead and manage audit operations;
- demonstrate integrity, tact, professionalism, sound judgment, self-reliance, diligence, ability to work under pressure and the ability to deliver projects on time to quality standards and within budget; and
- sound understanding of the nature and operations of the public sector, and strong communications skills is required.

In addition, the ideal person will be able to point to a past that is characterised by:

- the achievement of results through communication and influence rather than direction;
- the ability to develop sharply focused solutions;
- an inclusive management and leadership style;
- sound judgement and a strong commitment to quality;
- effective analytical skills and curiosity; and
- enthusiasm, energy and resilience.

### Desirable qualifications

There are no mandatory qualifications for this role. However, the following attributes are highly desirable:

- relevant tertiary qualifications; and
- membership of relevant professional or accounting bodies or associations.

## Eligibility

**Citizenship** – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

**Security Clearance** – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the minimum Negative Vetting (NV1) level.

Further information is provided on the [AGSVA website](#).

## Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

## Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Provisions for leave and relevant allowances
- Relocation assistance (if relevant)

## Reasonable adjustment

If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of the Executive Intelligence Group team will contact you to discuss the adjustments prior to the assessment process.

# About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The *Auditor-General Act 1997* provides the legislative framework for the role of the Auditor-General and the ANAO.

The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance.

The executive arm of government is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the executive is operating and accounting for its performance in accordance with Parliament's purpose.

In delivering our work to the Parliament, it is critical that the ANAO remains responsive to technology and data changes, specifically in analysing how government is using technological advances to support program implementation and manage risk. Understanding changes in the use of technology and data across the sector is a key focus.

Auditors will always need deep knowledge and experience in traditional areas such as auditing standards, financial accounting and reporting, internal controls, IT, managerial accounting, and taxation. ANAO auditors, now and in the future, will also have:

- good communication skills;
- deep industry expertise;
- strong digital skills;
- the ability to think critically and creatively; and
- the ability to use technology to collect and analyse audit data.

The ANAO upholds the Australian Public Service (APS) values as set out in the *Public Service Act 1999*. In addition to the APS values, the ANAO places particular focus on respect, integrity and excellence — values that align with the APS values and address the unique aspects of the ANAO's business and operating environment. The ANAO's values guide the office in performing its role objectively, with impartiality and in a manner that supports the Parliament.

Increased public interest in the ethics and integrity of government decision-making has seen a shift in the profession towards developing audit frameworks to highlight the fundamental requirements of good governance and public sector performance. In response to the community's high expectations of the audit profession to perform its functions independently and professionally, integrity, ethics and quality in auditing will remain cornerstones of the ANAO's work.

The ANAO will continue to embed a culture of professionalism and quality, retaining a strong cohort of leaders that can effectively respond to current and emerging challenges across the sector.

More information about the Australian National Audit Office is available at: <https://www.anao.gov.au/>

## Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of 500 words maximum) outlining why you are interested in these positions and why you believe that you have the skills, capabilities, knowledge and experience to be considered for these roles. Please provide examples which demonstrate your ability to perform the duties of the position, and your leadership attributes. In preparing your application you may also wish to take account of the following selection criteria which apply to SES roles in the APS.

In addition, when you are completing the online application form on the EIG website, please select which role you feel closest matches your experience and/or interest (noting you can select more than one and/or all roles).

## Selection criteria

### 1. Achieves Sustained Results

*Relevant capabilities and behaviours:*

- Builds organisational capability and responsiveness
- Marshalls and develops professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on agreed results (time, cost and quality)

### 2. Cultivates productive working relationships

*Relevant capabilities and behaviours:*

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

### 3. Exemplify personal drive and integrity

*Relevant capabilities and behaviours:*

- Demonstrates Public Service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### 4. Communicates with influence

*Relevant capabilities and behaviours:*

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

## **5. Shapes strategic thinking**

*Relevant capabilities and behaviours:*

- Inspires a sense of purpose and direction
- Focuses and acts strategically
- Harnesses information and opportunities
- Shows judgement, Intelligence and common sense

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on **(02) 6232 2200**.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

### How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.