

Cadet Program Application Pack

MAKE A
DIFFERENCE

Welcome to the Tasmanian Audit Office 2010 Cadet Program

Headed by the Auditor General, the Tasmanian Audit Office (TAO) is an independent, objective auditor to the Tasmanian public sector and we are proud to be a centre of excellence and integrity in the auditing arena. Our activities provide parliament with an independent assurance of public sector performance and accountability structures. They also open up opportunities to improve both accounting and financial management practices and administration and business management practices for our public sector clients.

Some reasons to join TAO Cadet Program...

- Get paid to study
- Smoother transition from study to employment
- We encourage flexible employment arrangements so you can balance work with outside interests.
- Highly competitive remuneration and excellent general employment conditions.
- Insight into the public sector.
- Great client variety
- Provide assurance to public sector performance and accountability.
- Work on complex and challenging projects that make a difference.
- Networking opportunities
- Increased confidence in your interactions with supervisors, colleagues and customers
- Intensive training

The Tasmanian Audit Office Cadet Program provides an excellent opportunity to work and gain experience in a government agency whilst studying for an appropriate tertiary degree.

The TAO offers you a solid grounding from day one, working in small teams on real business projects. The TAO Cadet Program is designed to give you hands on experience with a thorough grounding in technical processes, procedures and an understanding of professional best practice.

Who are we Looking for?

Our activities in both financial and performance audit require the skills of a wide variety of individuals. So, if you are enrolled, or are about to enroll at Uni in almost any discipline, including commerce, economics, accounting, business or information systems, we'd like to talk to you.

Although we do look for cadets from a diverse range of disciplines, it is important our people have strong communication skills and are achievers with a strong sense of purpose.

The Tasmanian Audit Office encourages people from all backgrounds to apply, including those who might not have previously considered a career in the public sector. Many of our staff are from a diverse range of backgrounds and experiences.

TAO strives to be responsive to community needs and aims to employ a workforce that is representative of the diverse community we serve. Applicants from all backgrounds are strongly encouraged to apply.

What can I Expect?

- A commencing base salary of \$35K+
- Upon successful completion of the cadet program, opportunity for merit-based promotion
- Structured training and developmental opportunities
- Close down during Christmas/New Year
- CA/CPA study is actively encouraged and sponsored upon completion of the cadet program
- Flexible working arrangements
- Great advancement and career opportunities

What **Qualifications** and **Skills** do I need to apply?

Applications are invited from individuals who have recently completed Year 12 or have recently commenced (but not completed) University studies and wish to pursue a career in auditing.

Appropriate permission to work in Australia

To be employed by TAO, applicants must hold the relevant visas and work-permits. For permanent appointment you need to be an Australian citizen or permanent Australian resident.

Job Requirements

In addition to enrolment in a relevant tertiary qualification applicants will need to meet the following requirements:

- Ability to adapt personal style to suit different customers
- Respond to customer needs promptly, effectively and with understanding
- Where appropriate, initiate and maintain contact with customers and anticipate issues that may arise
- Cooperate with people in the workplace
- Contribute to and collaborate in team activities.
- Make presentations and convey information in a positive and convincing manner.
- Accept learning opportunities, take new and unique concepts, strategies and approaches and apply them for positive results
- Identifying key issues in a problem
- Select or conduct appropriate research, analysis and evaluation
- Know when to refer a problem elsewhere
- Adapt to Change
- Demonstrate flexibility by changing plans, approach and focus to effectively respond to changed circumstances
- Set short and medium term targets, priorities and schedules to meet goals
- Plan, organise and coordinate resources
- A basic Functional Knowledge.

What will I be Paid?

The salary range for cadets throughout the program ranges from \$35 217 to \$54 214 per annum. Progression is subject to satisfactory work performance and academic results.

Learning and Development

Ongoing learning and development is essential for the health and sustainability of any organisation. At TAO we are committed to developing our people and offering a wide range of opportunities for them to build on existing skills for further growth.

Learning and development initiatives align with and support our values framework and are an essential component of being a values-based organisation. Through these initiatives the Tasmanian Audit Office aims to assist staff in reaching their full potential, to improve the quality of our outputs, to create opportunities for staff and for the organisation, and to increase levels of staff retention through further enhancing the work experience.

By offering both formal and informal learning and development programs, staff have access to a range of professional development opportunities.

Cadets are expected to undertake studies to complete their relevant degree at University. Whilst participating in the program, cadets will usually be rotated through the Financial Audit, Performance Audit and Support Services business units. Graduates will also be encouraged to participate in a range of learning and development opportunities including:

- In-house training courses and programs; and
- Specialist training courses (e.g. computer software or finance systems).

Applying for a Position

Research

Prior to applying for a job, it is a good idea to research the particular vacancy and the department within which it is located. Knowing more about the position and the environment in which it operates enables you to make a more informed decision as to whether your knowledge, skills, experience and qualifications are suited to the requirements of the position and whether you wish to proceed with your application. In seeking extra information, you should:

- Review the Statement of Duties. A copy of the Statement of Duties can be printed from the Tasmanian Government Jobs Site or may be obtained by contacting the TAO directly by email: admin@audit.tas.gov.au or phone (03) 6226 0100
- Contact the nominated Contact Officer who can provide further information about the duties of the position.
- Visit the Tasmanian Audit Office Internet to gain more information about the area in which the job is located <http://www.audit.tas.gov.au/>.

Written Application

In order to demonstrate your claims to the selection panel, it is important to present a high quality, written application. Many applicants do not proceed past the initial stage of assessment, due to insufficient information addressing the selection criteria. It is important to base your application on your knowledge, skills, experience, qualifications and potential for further development. Doing this will highlight your strengths and help you to be chosen for an interview. You may choose to attach a short covering letter to introduce yourself and outline your interest in the advertised position. Applications should be word-processed and should contain the following information:

1. Your completed Application for Employment form

- submit with your application; and
- ensure that all applicable sections are completed and all details are correct.

2. A statement from you addressing the Selection Criteria:

- the Selection Criteria are situated within the Statement of Duties (position description);
- it is suggested that you use each point of the Selection Criteria as a heading and that you provide specific examples and evidence under each to demonstrate that you meet or have the potential to meet each criterion;

- relate your experience, knowledge, skills and qualifications to each point of the Selection Criteria in substantiating your claim to the position. In doing so, it is also advised that you take into consideration the Position Objectives and Primary Duties of the job, located within the Statement of Duties. Simply stating that you meet the criteria is not sufficient.

Note: If the Selection Criteria includes desirable qualifications, you should not be discouraged from applying if you do not meet this criterion, as you would not be precluded from appointment to the position, provided all of the remaining criteria are met.

3. Your Resume or Curriculum Vitae:

- your employment history;
- educational qualifications and professional affiliations;
- details of relevant training courses or development programs attended; and
- any other relevant information.

4. Referees

Referees are people nominated by you that can offer comments in relation to your ability to meet the Selection Criteria specified for the position.

The Application for Employment form requires that two referees be named. The form requires the following information:

- details of at least two referees, including their names, positions, organisations, business addresses and telephone numbers;
- at least one referee should be a recent supervisor or someone well qualified to comment on your capacity to fill the position you are applying for.

It is advisable to give your nominated referees a copy of the Statement of Duties and Selection Criteria for the vacancy you are applying for so that they can consider what they may say when contacted by the selection panel for a referee report.

If further referees are required the selection panel will contact you.

5. Application Checklist

Before lodging your application, you should check that you have:

- conducted sufficient research;
- completed the Application for Employment form;
- provided details of at least two referees;
- addressed the Selection Criteria in detail;
- attached copies of your resume and qualifications; and
- checked that your application is complete, accurate and signed.

Applications must be submitted by the specified closing date.

Submitting your Application

Post: The Tasmanian Audit Office
GPO Box 851
Hobart TAS 7001

Deliver in person: In a sealed envelope to:
Reception
Tasmanian Audit Office
Ground Floor
144 Macquarie Street, Hobart

Fax: (03) 6226 0199

Email: admin@audit.tas.gov.au

Please ensure documents are in Word 2000 or Adobe Acrobat PDF.

All envelopes should be addressed to the Human Resource Manager.

Closing Date

You need to submit your application by the closing date. The onus is on the applicant to ensure that their application has been received by TAO by the closing date and time.

In fairness to other applicants late or pro-forma applications cannot be accepted.

Following lodgement of your application you will receive an acknowledgement from the department confirming receipt.

If you have any questions regarding the application process please email admin@audit.tas.gov.au
Alternatively phone the Human Resources Manager on (03) 6226 0100

How will my Application be Assessed?

As a state public service department, TAO will employ based on merit for the 2010 Graduate Program. To do this the selection panel will read each application, and assess how well applicants have demonstrated they meet the requirements of the position and their statement of claims against the selection criteria. Merit is assessed through a selection process usually comprising the written application, the applicant's performance at interview and referee reports, with each part playing an important role. Occasionally selection panels may choose to utilise other forms of assessment, such as written tests or brief presentations

The most competitive applicants in meeting these requirements will be short-listed for further assessment. Further assessments may include referee checks, interviews and completion of a work related assessment. If you are invited to proceed to this next level you will be advised in advance of the type of assessment to be used and how we will measure competitiveness.

Applicants who are not short-listed will not proceed through to this next round of assessment. All applicants will be advised of the outcome of their application once the selection process is finalised.

Short-listing

Once applications close, a selection panel is established to review all written applications and shortlist applicants for interview. Only applicants who can demonstrate their ability to meet the selection criteria will be interviewed and the quality of written applications will be a major factor in influencing this decision.

Applicants can expect the short-listing process to be completed within two weeks of the closing date for the vacancy.

Interview

If you are chosen for interview, you will be advised by phone or in writing of the date, time and venue at least two working days prior to the interview.

The selection panel for the interview may consist of up to four members. Members will possess a detailed knowledge of the position and the organisation. The interview will be directed towards the selection criteria, with the questions asked being designed to gain more information from you relevant to the selection criteria and Statement of Duties.

You should use the opportunity of the interview to reinforce the relevance of your skills and experience to the position. To prepare for the interview, brainstorm examples or situations that demonstrate your ability to meet selection criteria. Define the situation (what, when, who) describe the actions you took and the end result. You can draw on these examples during your interview.

It is important that your answers are clear, concise and relevant to each question. If you are uncertain about a question or require clarification, it is acceptable to request more information rather than provide an incomplete answer.

Check with the panel that you have answered their questions appropriately and thoroughly, avoiding overwhelming them with detail about previous work.

Once all interviews have been concluded, the selection panel may contact your referees.

Post Selection

Applicants can expect to receive notification of the outcome of the selection process within three weeks of interviews taking place.

If you have been successful for a position, the Chairperson of the selection panel will contact you and a commencement date will be negotiated. You will also receive formal written notification.

Our Values

The Tasmanian Audit Office is a values-based organisation and our decisions and behaviour are guided by the following values:

- **Professionalism** – how we go about our work
- **Respect** – how we treat others and expect to be treated
- **Customer Focus** – how we deliver our services
- **Camaraderie** – how we work together
- **Continuous Improvement** – how we move forward and work better

We live and breathe our values.

TAO seeks to recruit and retain high performing, capable and passionate people who match our cultural profile.

Appointment to positions in the Tasmanian State Service is based on merit. The five key aspects of the merit principle are: knowledge, skills, qualifications, experience and potential for future development.

Thank you for your interest in the Tasmanian Audit Office. We recognise that the people who work with us are fundamental to achieving our goals.

CONTACTS

Tasmanian Audit Office

In person

Manager

Human Resources

Tasmanian Audit Office

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Hobart

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