

# Role Description

## Assistant Project Officer – Internal Audit & Risk



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Financial and Operations Group / Internal Audit and Risk
Location	Sydney
Classification/Grade/Band	Clerk Grade 05/06
ANZSCO Code	521211
PCAT Code	1221592
Date of Approval	February 2020
Agency Website	<a href="http://www.industry.nsw.gov.au">www.industry.nsw.gov.au</a>

### Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to “About Treasury” and “Our Treasury Team”).

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role to support and invest in our key partners (service delivery clusters). This includes a responsibility to lift the financial management capability and culture across the sector and support NSW Government’s commitment to achieve significant and sustainable financial management improvement.

### Primary purpose of the role

The Assistant Project Officer – Internal Audit and Risk undertakes a range of compliance and administrative related activities. In addition, they are involved in the branch’s project work including analysis and reporting. The role leverages extensive business unit knowledge and relationships to support the branch’s program of work and facilitate the delivery of business operations.

### Key accountabilities

- Undertake a broad range of compliance activities including reconciliations of various risk and compliance-based systems to ensure accuracy and completeness of data
- Prepare and/or contribute to the preparation of timely and accurate reports, correspondence, briefings and submissions relevant to compliance activities
- Respond to and resolve enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues
- Provide a range of secretariat and administrative services, including work on Audit and Risk Committee meetings to support delivery of business operations

- Manage discrete risk projects and communicate with relevant stakeholders on project status and implementation issues
- Coordinate and manage records and databases, complying with administrative systems, processes and policies to ensure that all information is accurate, stored correctly and accessible
- Provide a range of administrative and support services to meet the business needs of the Branch including co-ordination of meetings and invoicing
- Maintain constructive and collaborative relationships with key stakeholders – both internal and external to Treasury in order to optimise outcomes.

## Key challenges

- Undertaking compliance activities in an effective, efficient and impartial manner
- Managing multiple and diverse stakeholders with potentially competing priorities
- Delivering quality administrative services and negotiating workable timeframes, given competing client demands and priorities, the need to address unforeseen issues, the high volume of work and the need to work independently
- Delivering multiple project support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities
- Interpreting and ensuring the correct application of internal policies and procedures.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive and clarify guidance and instructions and report on progress against work plans</li> <li>• escalate issues, propose solutions and provide updates</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Support the team, delegate tasks and work collaboratively to contribute to achieving the team's business outcomes</li> <li>• Participate in meetings, share information and provide input on issues</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Monitor, address and/or escalate requests and provide services in a timely manner</li> <li>• Respond to enquiries</li> <li>• Coordinate meetings and activities</li> </ul>
<b>External</b>	
Client/Customers	<ul style="list-style-type: none"> <li>• Monitor, address and/or escalate requests and provide services in a timely manner</li> <li>• Respond to enquiries</li> <li>• Coordinate meetings and activities</li> </ul>
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Coordinate and monitor the supply of goods and services</li> </ul>

## **Role dimensions**

### **Decision making**

This role:

- Endeavours to resolve contentious compliance matters, or escalates as required
- Undertakes objective systematic analysis and draws accurate conclusions based on evidence
- Exercises discretion in the approach and content of information, advice and recommendations provided in consultation with the Manager and other officers

### **Reporting line**

This role reports to the Associate Director – Internal Audit and Risk.

### **Direct reports**

Nil

### **Budget/Expenditure**

Nil

## **Essential requirements**





- Demonstrated experience in undertaking a range of compliance and project related activities.
- Highly organised with the ability to multi-task and, plan and to manage work processes involving multiple stakeholders to meet deadlines.
- Ability to anticipate stakeholder needs and use initiative to identify and proactively avoid risks and issues developing.
- Excellent record keeping skills with attention to detail and a high level of accuracy.
- Excellent written and verbal communication skills.
- Thorough working knowledge of Excel (including ability to perform Pivot tables and VLOOKUP).
- Experience using risk system Protecht will be highly desired

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed timeframes and standards</li> <li>Take the initiative to progress and deliver own and Branch work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Escalate matters to management where appropriate</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>Understand the Branch objectives and align operational activities accordingly</li> <li>Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>Apply computer applications that enable performance of more complex tasks</li> <li>Apply practical skills in the use of relevant technology</li> <li>Make effective use of records, information and knowledge management functions and systems</li> <li>Understand and comply with information and communications security and acceptable use policies</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate any possible variance from project plans</li> </ul>