

Job description

Job title	Performance Auditor (PS1)
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Competency function	Performance
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Job description

Main accountabilities

- To develop and contribute to a range of local and national performance audit work in accordance with WAO quality standards and processes. Usually accountable to the Performance Audit Lead or Manager. Work programme will include:
 - working closely with managers and performance audit leads to agree scope and focus of the work;
 - setting up and undertaking the required fieldwork;
 - supporting and facilitating effective IA/DC meetings internally and externally;
 - preparing records of evidence, draft reports and other outputs that convey the findings from our work;
 - presenting the findings to audited bodies; and
 - keeping SharePoint sites up to date.
- Work must comply with WAO operational requirements and be delivered to agreed standards, within agreed timescales and budgets.
- Typical roles include project team member who contributes substantially to the project scoping, researching and data collection, developing project methodologies, delivering fieldwork, analysis of data, and report writing. A key requirement is making recommendations for improvements and change to the appropriate audience. May take a lead role on smaller projects or discrete parts of large projects.
- Required to undertake complex technical tasks of work requiring specialist technical knowledge of audit methodologies and of particular subjects; frequently involving the provision of authoritative advice to others.

Knowledge, skills and experience

- Educated to degree level or equivalent relevant experience
- Post graduate or professional qualification in a relevant discipline is highly desirable
- Possess and apply specific technical, statutory and specialist knowledge and skills required to achieve goals they are set.
- Well-developed understanding of the Welsh public sector and the related political environment
- Good understanding of the policy, performance management and external regulatory frameworks that relate to the organisations audited/inspected by the WAO
- Good knowledge of the principles and application of Issue Analysis / Drawing Conclusions

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- Effective drafting skills
- Practical knowledge of audit methodologies that can be used to evaluate service performance. Well-developed analytical and numerical skills and the ability to use a range of audit research methods to research and analyse complex problems
- Strong audit research skills enabling the job holder to identify and gather sufficient, relevant and reliable audit evidence
- Sound judgement and critical thinking skills to ensure that outputs are evidence based and address the key issues
- Willingness to continually acquire new and relevant technical skills
- May be highly competent in the use of MS Word, Excel, SPSS (or other software for statistical analysis), SNAP (or other survey development software), and PowerPoint
- Experience of working in, or with, public sector bodies, ideally within Wales

Communication

- Ability to develop and maintain positive and professional working relationships with people at all levels of audited and inspected bodies and within the WAO
- Demonstrate good level written skills, including use of plain English and IADC, for the production of clear, accessible and succinct reports (or contribution to other's reports)
- Use good level questioning and listening skills to understand views that other people have on an issue
- Strong verbal communication skills for use in meetings of all sizes, interviews, presentations and focus groups
- Tactful yet firm persuasive and influencing skills

Management and delivery

- Sufficient drive and pace of work, coupled with effective personal organisational/project planning skills, to ensure each piece of work is completed appropriate standards and timescales set out by others
- Juggle effectively competing demands on one's time
- Is able to use a varied range of audit techniques
- Experienced in the effective use of IADC and good report writing skills
- Good analytical skills – ability to draw sound judgements
- Work productively with colleagues across the WAO to ensure a coordinated, efficient and effective service delivery to clients and stakeholders
- Ability to work alone and as a key member of a group of highly skilled staff

Autonomy, analysis and decisions

- Works according to agreed WAO processes, such as IADC
- Is responsible for prioritising own work load within the context of project requirements
- When delivering audits developed by colleagues, the job holder adapts delivery approaches to audited body circumstances and sensitivities. This will involve making decisions about the extent of fieldwork to be undertaken to answer audit questions, the reliability of evidence, issues to follow up and conclusions to draw in records of evidence.
- Required to analyse evidence, define issues, identify problems and propose and agree solutions with the Manager and Performance Audit Lead and with audited bodies, drawing on shared learning for other projects
- Generate ideas, advise and influence the shape of performance audit projects and corporate work

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- Alert to opportunities for innovation and responds positively to change in policy and practices

General Requirements

All employees are expected to:

- Demonstrate the WAO's Values
- Positively support equality of opportunity and equity of treatment to colleagues, clients and partner organisations
- Help maintain a safe and healthy work environment by demonstrating safe working practices
- Remain flexible, engaged and willing to accept new challenges

Competency area	Group
Communicating and influencing	2
Results delivery/continuous improvement	2
Teamwork and team leadership	2
Understanding and developing the business	1
Technical/job knowledge	2
Analysis, problem solving and critical thinking	2
Personal effectiveness and leadership	1

The following Welsh language skills are an advantage for this role. Please refer to our [language skills matrix](#) for a description of the various skill levels. Please contact the Wales Audit Office if you would like to discuss the nature of the Welsh language skills specified for this role.

Skill area	Level
Speaking	3
Listening	3
Reading	3
Writing	3