



POSITION AND DUTY STATEMENT

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| Position Title: | APS 5 Risk and Assurance Analyst |
| Direct Reports: | Nil |
| Reports To: | Manager - Risk |
| Tenure: | Ongoing, Full-time |
| Salary: | \$88,746 to \$110,933 per annum plus 15.4% superannuation |
| Contact Officer: | Manjuni Gregory – (02) 6263 1142 |
| Applications Close: | 11:59pm AEST, Thursday 15 September |
| Security Clearance: | Baseline |
| Qualifications: | A degree qualification in accounting, finance, economics, law, commerce, or a related discipline from a recognised tertiary institution. |
| Experience: | Experience working in a risk or assurance team would be an advantage. An understanding of governance of risk, exposure to financial markets and stakeholder management experience would also be beneficial. |

Role Overview

We are seeking to fill an APS 5 Risk and Assurance Analyst position in the Enterprise Risk and Assurance (ERA) Unit within the Australian Office of Financial Management (AOFM). The successful applicant will work on a variety of tasks within the ERA Unit which aims to ensure the operations, processes, documentation, and functions of the AOFM are consistent with legislative and regulatory requirements and support the achievement of AOFM's vision and purposes as articulated in the AOFM Corporate Plan.

The ERA Unit is responsible for maintaining frameworks and programs that encourage AOFM's officials to proactively identify and manage their obligations, risks (threats and opportunities) and controls. These frameworks include assurance, business continuity, enterprise risk management, fraud control, privacy, security, and resource management.

Work at this level involves the provision of specialist advice, undertaking projects, conducting research and analysis. Employees working at this level are responsible for determining their work priorities subject to guidance by their manager and for monitoring workflow in their areas of responsibility.

The Risk and Assurance Analyst will have the opportunity to work closely with senior staff and gain experience in wholesale financial markets involving aspects of risk, portfolio management and sovereign debt management.



Key Activities

Duties for the Risk and Assurance Analyst may include any of the following, with the work varying from week to week according to ERA priorities:

- Liaising with internal and external stakeholders on risk management and assurance activities to enhance AOFM's risk maturity and ensure a robust control environment.
- Developing and maintaining relevant policies, procedures and systems, which enable timely identification of risk exposures and reporting on risk profiles to inform decision-making.
- Assisting with business resiliency activities, including business continuity planning, business impact analysis, and related testing.
- Completing assurance monitoring activities as part of the assurance testing program.
- Providing advice, training and support to AOFM management and staff to enhance a positive risk and compliance culture.
- Periodic monitoring of changes, and adherence, to legal and policy obligations.
- Assisting with the preparation of a range of written materials, including reports, briefings and presentations for the CEO, Executive Leadership Group, Audit and Risk Committee, and Minister.
- Other tasks as required.

Behavioural Attributes

The following behavioural attributes apply:

- Oral Communication
- Written Communication
- Judgment and Problem Solving
- Leadership and Initiative
- Output Management
- Relationship Management
- Self-Development



SELECTION CRITERIA

APS 5 Risk and Assurance Analyst

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| Position No: | ERA-05 | APS Classification: | APS 5 |
| Group: | Enterprise Risk and Assurance | AOFM Band: | AOFM 2 |

Following are the criteria against which selection for this position will be made. It is in your interest to assess your knowledge, skills, and experience against the criteria. The selection panel will assess your ability to meet these criteria along with the core Behavioural Attributes listed in the Position Description. Referees will also be asked to use these criteria when reporting on your suitability for this position.

Note: This is a security assessed position.

1. Ability to work with complex and technical information to support decision making.
2. Ability to work in a small team to achieve team goals.
3. Ability to manage competing demands to produce quality and timely outputs.
4. Ability to communicate effectively (both verbally and in writing).
5. Quality of educational and professional qualifications relevant to the position.

HOW TO APPLY

Please email your application to recruitment@aofm.gov.au including:

- Your resume
- Your statement of claims against the Selection Criteria (no more than 750 words)
- A completed [Candidate Form](#)

CONTACT OFFICER

Manjuni Gregory
recruitment@aofm.gov.au
 (02) 6263 1142

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