



POSITION DESCRIPTION

Position Title:	APS 5 Risk and Assurance Analyst
Direct Reports:	Nil
Reports To:	Manager - Risk
Tenure:	Ongoing, Full-time
Location:	Canberra
Salary:	\$92,118 to \$115,148 per annum plus 15.4% superannuation
Contact Officer:	Wendy Emerton – (02) 6263 1111
Applications Close:	11:59PM (AEST) Tuesday 15 April 2025
Security Clearance:	Baseline
Qualifications:	A degree qualification in 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, internal audit, business continuity and stakeholder management in a government context 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, internal audit, fraud control, privacy, security, and resource management.

Work at this level involves the provision of support and advice on risk and assurance, 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 an understanding of 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:

- Strategic Thinking and Problem Solving
- Oral Communication
- Written Communication
- Leadership and Initiative
- Output Management
- Relationship Management
- Curiosity and Passion for Self-Development
- Developing Others

SELECTION CRITERIA

APS 5 Risk and Assurance Analyst

Position No:	ERA-05	APS Classification:	APS 5
Unit:	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 and Duty Statement. Should referees be contacted, they will also 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 experience 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

Wendy Emerton – 02 6263 1111 or recruitment@aofm.gov.au

APPLICATIONS CLOSE

11:59PM (AEST) Tuesday 15 April 2025

ASSESSMENT

Applications for this position may be assessed through interview, referee reports, psychometric/behavioural testing and/or work tests (including written and technical testing).

MERIT POOL

At the conclusion of the selection process a merit pool will be established. This merit pool may be used to fill the same or similar vacancies across the AOFM and broader APS and will be valid for 18 months from the date the job advertisement appeared on APS Jobs. Future vacancies that may be filled from the merit pool may be located in other Australian capital cities or remotely.

Please note: Flextime arrangements are not included in the [AOFM Enterprise Agreement 2024-2027](#).