

## **APPENDIX 2**

### **COMPETENCY FRAMEWORK FOR ASSISTANT AUDITOR (LOCAL GOVERNMENT AUDIT SERVICE)**

#### **TEAM LEADERSHIP**

An Assistant Auditor works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise. They provide clear information and advice as to what is required of the team. An Assistant Auditor strives to develop and implement new ways of working effectively to meet objectives and leads the team by example, coaching and supporting individuals as required. An Assistant Auditor is required to place high importance on staff development, training and maximising skills and capacity of their team. They must be flexible and willing to adapt and positively contribute to the implementation of change.

#### **ANALYSIS AND DECISION MAKING**

An Assistant Auditor needs to have the ability to gather and analyse information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors. They need to take account of any broad issues and related implications when making decisions whilst using previous knowledge and experience to guide their decision. An Assistant Auditor needs to evaluate problems and provide solutions. They make sound decisions and provides a well-reasoned rationale and stands by this.

#### **MANAGEMENT AND DELIVERY OF RESULTS**

An Assistant Auditor takes responsibility and is accountable for the delivery of agreed objectives. They successfully manage a range of different projects and work activities at the same time. An Assistant Auditor structures and organises their work effectively and is logical and pragmatic in their approach, delivering the best possible results with the resources available. They proactively identify areas for improvement and develop practical suggestions for their implementation. An Assistant Auditor demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively. They apply appropriate systems/ processes to enable quality checking of all activities and outputs and practice and promote a strong focus on delivering high quality customer service, for internal and external customers.

#### **INTERPERSONAL AND COMMUNICATION SKILLS**

An Assistant Auditor builds and maintains contact with colleagues and other stakeholders to assist in performing their role and encourage open and constructive discussions around work issues, projects conviction, gaining buy-in by outlining relevant information and selling the benefits. They treat others with diplomacy, tact, courtesy and respect, even in challenging circumstances. An Assistant Auditor presents information clearly, concisely and confidently when speaking and in writing.

#### **DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES**

An Assistant Auditor must be capable of performing at a high level, investing significant energy to achieve agreed objectives. They must be capable of demonstrating resilience in the face of challenging circumstances and high demands. An Assistant Auditor needs ensure that customers are at the heart of all services provided and are required to uphold high standards of honesty, ethics and integrity at all times.

## **Specialist Knowledge, Expertise and Self Development**

The Assistant Auditor develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department. They keep up to date with key Departmental, sectoral, national and international policies and economic, political and social trends that affect the role. They must also maintain a strong focus on self-development, seeking feedback and opportunities for growth.