

Our Assessment Process

If you are interested in applying for this role, please know your application will be sifted to determine suitability to progress through to interview and assessment.

The sift and subsequent interview and assessment stages will review the following criteria:

Essential Criteria	Assessed at Sift	Assessed at Interview / Assessment
1.1 Educated to degree level or equivalent relevant experience.	✓	
2.1 Well-developed IT skills with proficient use of Microsoft Office packages	✓	
2.3 Ability to prioritise workload, work flexibly and manage own time effectively	✓	✓
2.4 Excellent interpersonal skills, with an ability to manage a variety of stakeholders with sensitivity and confidentiality, acting as an ambassador for Audit Wales	✓	✓
2.5 Excellent communication skills, both verbal over the telephone and in person, specifically able to respond politely and calmly to complex calls and deal with callers in a professional manner	✓	✓
2.6 Excellent written skills, using good grammar, spelling and punctuation and applying appropriate 'house-style' when compiling reports and documents and preparing presentation materials	✓	✓
2.7 Able to develop and maintain positive and professional working relationships with Directors, senior managers, other Audit Wales staff and external contacts	✓	✓
2.8 Ability to work alone and on own initiative as a key member of a group of highly skilled staff.	✓	✓
2.9 Strong ability to gather, assimilate, analyse and present data and information, including discrete areas of allocated project research.	✓	✓
3.5 Experience in report drafting and editing.	✓	✓
4.1 Deal sensitively and discreetly with confidential or sensitive information showing integrity and professionalism	✓	✓
4.2 Committed to self-development and learning	✓	
4.3 Comfortable working in a bilingual environment	✓	
4.4 Excellent attention to detail and accuracy when undertaking project work.	✓	
4.5 An appetite for problem solving.	✓	

Essential Criteria	Assessed at Sift	Assessed at Interview / Assessment
4.6 Keeps abreast of issues relating to their work area and thinks creatively and uses sound judgement to overcome and resolve problems with service delivery.	✓	
4.7 Carries out work programme with minimal supervision	✓	
4.8 Can generate ideas, advise, and influence the shape of projects.	✓	
4.9 Alert to opportunities for innovation and responds positively to change in policy and practices	✓	
5.1 Self-aware and a role model for the Audit Wales values and behaviours	✓	
5.2 Ability to work flexibly and, if necessary, outside of normal office hours	✓	
5.3 An awareness and a commitment to equality and diversity.	✓	
5.4 An awareness and commitment to the arrangements for health and safety	✓	