



Job Description Form

Graduate Performance Auditor

Business Unit: Performance Audit / Information
Systems and Performance Audit
Branch: N/A
Position Number: Generic

Location: Perth CBD
Direct Reports: 0
Level: 3 (Graduate)

Indirect Reports: 0

Organisational Context

Performance audits provide Parliament with information and analysis of public sector program and operational performance, recommending opportunities for improvement when appropriate. Controls, compliance, and accountability audits provide Parliament with information about government entity compliance with legislation, public sector policies and accepted good practice.

Position Statement

The role of a Graduate Performance Auditor involves supporting and conducting performance audits of State and local government entities, while actively engaging in continuous learning throughout the organisation. It also includes acquiring technical skills and knowledge and contributing effectively to team outcomes.

Personal Leadership

We believe all our people are leaders irrespective of their role. Leadership in this position is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

Position Responsibilities

Graduate auditing

- under supervision, assists in conducting audits in accordance with relevant legislation and auditing standards:
 - collates, compiles and compares information, business processes and controls
 - analyses client information systems and data using a variety of analytical tools
 - interviews client entity employees to gather/communicate information
 - prepares draft working papers, reports and other documentation
- delivers completed tasks on time
- actively contributes to positive team outcomes
- completes all of the requirements of the graduate program, including formal and informal training programmed by the Office
- travel to audit sites, as required. This may include travel to regional WA.

Other

- applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the OAG's Code of Conduct
- performs other duties as required.

Suitability Requirements

Qualification requirements

- a university degree in any discipline. This may include, but is not limited to, arts, science, law, economics and commerce.



Suitability Requirements Cont.

Job requirements

- willingness to learn and develop expertise in performance auditing and evidence-based reporting
- experience working collaboratively with team members and stakeholders, treating others with respect and courtesy
- ability to research, analyse and interpret information and report findings
- ability to communicate effectively with a range of stakeholders, verbally and in writing
- proven ability to prioritise tasks to meet deadlines.

Leadership Expected Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **lead collectively** - you acknowledge the relationship between your work and the value it contributes to your team
- **think through complexity** - you understand and respect the need for compliance to minimise risk in your team
- **dynamically sense the environment** - you seek to understand expectations and problems by listening actively and asking clarifying questions
- **deliver on high leverage areas** - you display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary
- **build capability** - you are approachable and receptive to all members of your team
- **embody the spirit of public service** - you show empathy and compassion, integrity and humility
- **lead adaptively** - you participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.

Position Conditions

- appointment is subject to a satisfactory National Police Clearance.

Certification:
