



# Job Description Form

## Graduate Information Systems Auditor

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Business Unit: Information Systems and Performance Audit	Location: Perth CBD
Branch: Information Systems Audit	Direct Reports: 0      Indirect Reports: 0
Position Number: Generic	Level: 3 (Graduate)

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### Organisational Context

Information system audits provide Parliament with information, analysis and assurance about public sector programs and operational performance and recommend opportunities for improvement when appropriate. Information Systems audits focus on the general computer controls of entities with significant computer environments to determine whether these effectively support the accuracy and integrity of entity financial statements and KPIs. We also undertake audits each year of a sample of important non-financial computer applications.

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### Position Statement

The role of a Graduate Information Systems Auditor involves supporting and conducting information systems, IT, and cyber security audits of government sector entities. It also includes engaging in continuous learning across the organisation, acquiring relevant 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.

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### Position Responsibilities

#### *Graduate auditing*

- under supervision, assists in conducting audits in accordance with relevant legislation and auditing standards:
  - collates, compiles and compares data on information systems, business processes and technical 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.

#### *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.

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### Suitability Requirements

#### *Qualification requirements*

- a university degree in computer science, cyber security, information technology, or related discipline.



## Suitability Requirements Cont.

### *Job requirements*

- willingness to learn and develop expertise in information systems auditing
- 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 use information and analysis to initiate problem resolution and seek guidance as necessary
- **dynamically sense the environment** - you seek to understand expectations and problems by listening actively and asking clarifying questions
- **deliver on high leverage areas** - under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard
- **build capability** - you are approachable and receptive to all members of your team
- **embody the spirit of public service** - you complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary
- **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:

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