



Executive Manager

POSITION DESCRIPTION FORM

Region / Portfolio:

Standards and Legal

Position Description Number:

214212

Directorate / Command / District / Division:

Management Audit Unit

Level:

Level 7

Work Unit:

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Contributes to the governance standards and organisational effectiveness of the Western Australia Police Force by planning, coordinating and facilitating operational, performance and compliance audits, in accordance with agency policies, procedures, legislative requirements and public standards of accountability.

Role of Work Unit

The Management Audit Unit (MAU) complements the role of the Standards and Legal portfolio by providing a source of independent audit and review together with a consultancy service to management. The audits undertaken by the Unit include:

- System Controls and Attest Audits;
- Operational and Performance Audits;
- Information Systems Audits;
- Business Area Compliance Audits;
- Assumed Identify and Covert Audits; and
- Other associated audit activities.

The products and services of the unit are designed to provide the Commissioner and the Audit and Risk Assurance Committee with the necessary information to discharge their responsibilities.

Reporting Relationships

This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Senior Review Officer, Senior Sergeant x 4 FTE

Total number of positions under control: 4

Key Accountabilities

1 Auditing (65%)

- 1.1 Plans, coordinates and manages the annual Business Area Compliance Audit Plan to assess compliance with agency policy and legislation by business areas, targeting areas of greatest risk across the agency.
- 1.2 Develops and maintains the unit's 'Good Governance Practice Guide' in accordance with generally accepted auditing standards and protocols.
- 1.3 Manages and leads teams to achieve annual Audit Plan objectives in accord with the audit function and ensures appropriate quality standards and professionalism are maintained.
- 1.4 Ensures the responsibilities and obligations of the audit function are achieved by overseeing the performance of audit work and maintaining standards according to the International Professional Practices Framework promulgated by the Institute of Internal Auditors.
- 1.5 Develops and maintains written guidelines and standard operating procedures to support the business area compliance audit function.
- 1.6 Prepares recommendations to management relating to improved performance and good governance.
- 1.7 Reports to the Assistant Director, MAU on audit and review work and presents examination findings.
- 1.8 Promotes the development of audit procedures, systems and methodology to achieve efficient and effective delivery of audit/review products and services in accordance with generally accepted audit and good governance principles.
- 1.9 Liaises with agency personnel to achieve effective and efficient delivery of related audit products and services in accordance with organisational requirements.
- 1.10 Coordinates, prepares and quality assures responses, agenda items and submissions to the Audit and Risk Assurance Committee.
- 1.11 Develops and maintains knowledge in contemporary audit issues.

2 Management (30%)

- 2.1 Manages and leads audits and significant corporate reviews to examine deficiencies and make recommendations to ensure systems, processes and managerial practices align with agency direction and reform initiatives.
- 2.2 Maintains currency of the Business Area Compliance component of the MAU's web page.
- 2.3 Undertakes contract management, including procurement planning and development, evaluation, and recommends suitable contractors for outsourced audits, in consultation with stakeholders.
- 2.4 Manages contractors in relation to outsourced audits.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

Position Title: Executive Manager	Level: Level 7	Position Number: 214212
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Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Leadership and management skills	Initiating, planning, and managing audits and reviews in a large and complex agency. Achieving project outcomes in audits/reviews undertaken. Managing the performance of personnel and audit teams in a law enforcement environment. Providing leadership and professional development to team members.
Communication skills	Preparing high level reports. Presenting findings to senior and executive management. Liaising with all levels of personnel both internally and externally.
Conceptual, analytical and problem-solving skills	Analysing information gathered during reviews. Formulating recommendations based on best practice research. Developing innovative and effective solutions.
High level experience in an internal audit environment	Managing and conducting audits and reviews in a large and complex agency in accordance with the International Professional Practices Framework promulgated by the Institute of Internal Auditors. Providing leadership and professional development to team members.
Knowledge of the <i>Financial Management Act 2006</i> and Treasurer's Instructions	Interpreting legislation.
Strategic planning skills, supported by knowledge and experience in risk assessment and management.	Developing and implementing strategic and tactical plans/audit programs based on an analysis of risk.
Project management skills	Managing and conducting audits/reviews, or complex projects. Leading and working in teams.

Desirable

Possession of or progression towards a relevant tertiary qualification.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	05/05/2025
Assistant Director Management Audit Unit	Jim Sinclair	05/05/2025