



Senior Auditor

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Standards & Legal

District / Branch:

Management Audit Unit

Work Unit:**Position Description Number:**

GEN 397

Rank / Level / Band:

Level 5

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

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

Location: Perth

Position Objective

Plans, coordinates and facilitates audits and reviews across Western Australia Police Force (WA Police Force).

Role of Work Unit

The Management Audit Unit (MAU) complements the role of the Professional Standards 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:

- Executive Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1. Auditing (95%)

- 1.1 Undertakes audits and reviews (including audits associated with covert activities, as delegated by the Executive Manager) to achieve program objectives in accordance with the Management Audit Unit's (MAU) Charter and Internal Audit Plan.
- 1.2 Contributes to the project management of review and audit processes, including undertaking components of larger projects.
- 1.3 Participates as a member of a team and assists with the research, review and recommendations of comprehensive audits.
- 1.4 Assists in preparing risk based strategic and business plans to identify topics for audits/review.
- 1.5 Provides advice to management on best practice and performance related issues.
- 1.6 Reports to the Executive Manager and presents findings on Audits and Reviews undertaken.
- 1.7 Assists clients to monitor the implementation of recommendations as a result of work undertaken.
- 1.8 Promotes the development of audit procedures, systems and products to achieve efficient and effective delivery of assurance review products and services in accordance with continuous improvement principles.
- 1.9 Consults with agency personnel on issues to achieve effective and efficient delivery of audit and review products and services in accordance with management needs.
- 1.10 Develops and maintains knowledge in contemporary audit issues.
- 1.11 Undertakes contract management, including procurement planning and development, evaluation, and recommends suitable contractors for outsourced audits, in consultation with stakeholders.
- 1.12 Manages contractors in relation to outsourced audits.

2. Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 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.
- 2.3 Undertakes other duties as directed.

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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.

Possession of relevant tertiary qualification and/or experience in an internal audit environment

Communication skills

A high level of proficiency in report writing, presenting findings to senior and executive management. Communicating with all levels of personnel both internally and externally.

Conceptual, analytical and problem solving skills

Undertaking comprehensive audits and reviews including performance examinations in a large and complex agency. Analysing information gathered, formulating recommendations based on best practice research. Developing innovative and effective solutions to problems.

Interpersonal skills

Liaising with internal and external stakeholders at all levels. Influencing management to accept audit findings. Demonstrating public service professionalism and commitment to achieving audit outcomes in a timely manner.

Knowledge of internal auditing standards, methodologies and principles and risk management concepts

Conducting audits and reviews. Developing and implementing audit programs based on an analysis of risk.

Knowledge of the *Financial Management Act 2006* and Treasurer's Instructions and Regulations.

Conducting audits and reviews. Interpreting legislation.

Project management skills

Undertaking audits and reviews or complex projects with minimal supervision. Delivering time and budget-based outcomes in a project or small team environment.

Procurement and contract management skills

Undertaking procurement, contract management and purchasing including policy, governance and practice within a government or similar environment.

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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.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Establishment Officer Organisational Design & Analysis	Marsha Qin	24/1/2023
Assistant Director Management Audit Unit	Jim Sinclair	25/1/2023