

**OFFICE OF THE AUDITOR GENERAL  
JOB DESCRIPTION FORM**

Our operations and professional relationships are built on the foundation of independence exercised with integrity and objectivity. In achieving our purpose of serving the public interest, we will act in a way that values:

**Integrity** – We conduct our business in an independent, professional and ethical manner. We apply an open, honest and fair approach to our stakeholders.

**Quality** – We provide credible work that makes a difference. We take pride in our work and strive to deliver above expectations, using continuous improvement opportunities to improve our efficiency and effectiveness.

**Respect** – We value the contribution of our people, clients and the community, and encourage a collaborative approach to our work.

Our Office is committed to the highest standards of corporate governance - managing our resources, managing our people and managing our relationships as befits a leader in public sector audit.

<b>Position Title</b> Systems Administrator		
<b>Effective Date</b> July 2016	<b>Position Number</b> AUD00046	<b>Level</b> Level 5
<b>Program</b> Information Technology	<b>Business Unit</b> Business Services	<b>Salaries Agreement/Award</b> PSGOG Agreement
<b>Reports to</b> Manager, Information Technology	<b>Other positions reporting to the Manager Information Technology</b> Systems Support Officer                      Service Desk Officer	

**Business Services**

Provides the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit. In addition this Business Unit ensures the human, financial and other resources of the Office are used efficiently and effectively and that management has the information to effectively run the Office.

**Enhancing the Relevance and Timeliness of Services**

The challenge for Business Services is firstly to support the Auditor General and ensure his Reports and his wider role in the community best address the needs of Parliament and the public for independent information on public sector performance and accountability.

The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.

The policy work of Business Services entails the provision of strategic advice, monitoring and analysing issues and trends, and liaising with key stakeholders in the Office's operations.

**Key Challenges for the Information Technology team include:**

- Managing the differing priorities of multiple stakeholders
- Supporting change as we strive for greater efficiencies
- Delivering the level of service required to meet Office deadlines
- Managing systems and processes that support the current business demands but are flexible enough to adapt to meet the future needs of the OAG.

**Role of this position**

- Provides system, security and network administration services to the organisation to achieve efficient and effective operation and utilisation of the IT network communication system.
- Assists in the development and maintenance of information systems including planning the installation and upgrading of software and hardware.

**Essential qualification/s**

1. Relevant tertiary qualification and/or substantial relevant experience

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**RESPONSIBILITIES OF THIS POSITION**

**SYSTEM ADMINISTRATION**

- Deliver system, network, security and high level database administration to ensure business continuity through onsite technical assistance and support.
- Assist in the development of information architecture including policies, standards and protocols for the effective management and integration of Office systems.
- Monitor and manage system housekeeping procedures including system backups and change control procedures.
- Identify and manage risk including system security and disaster planning.

**STAKEHOLDER MANAGEMENT**

- Consult with stakeholders to identify operational and strategic requirements and capacity planning.
- Develop proposals and deliver agreed service and product outcomes.

**PROJECT MANAGEMENT**

- Proactively research, evaluate and report on the potential application and implications of IT developments and trends.
- Coordinate small-scale and assist with large-scale system administration projects including developing project briefs, specifications and monitoring service and product delivery.
- Collaborate with Information Management team members developing and maintaining effective information systems that support current and new business requirements.

Undertakes other duties as directed.

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<p><b>Essential Capabilities</b> These reflect the specialist technical and leadership capabilities of the position.</p> <p><b><u>ESSENTIAL - Technical</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to communicate, consult and negotiate with all levels of IT professionals and non-technical clients.</li> <li>• Experience administering centralised and cloud-based computer systems; and network, server and firewall technical skills.</li> <li>• Demonstrated experience installing and supporting information systems and technologies.</li> <li>• Demonstrated experience in Microsoft operating systems, programs and applications.</li> </ul> <p><b><u>ESSENTIAL - Leadership</u></b></p> <p><b>Managing operations</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a sense of purpose and direction</li> <li>• Able to link operational activities to strategy</li> <li>• Harnesses information and opportunities</li> <li>• Shows judgment, intelligence and common sense</li> </ul> <p><b>Achieving results</b></p> <ul style="list-style-type: none"> <li>• Contributes to organisational skill and responsiveness</li> <li>• Identifies and utilises professional expertise</li> <li>• Accepts and implements change</li> <li>• Delivers intended results</li> </ul> <p><b>Building productive relationships</b></p> <ul style="list-style-type: none"> <li>• Nurtures internal and external relationships</li> <li>• Facilitates cooperation and partnerships</li> <li>• Values differences and diversity</li> <li>• Supports and develops people operationally</li> <li>• Exemplifying personal integrity and self-awareness</li> </ul> <p><b>Demonstrates public service professionalism and probity</b></p> <ul style="list-style-type: none"> <li>• Identifies risk and proactively responds</li> <li>• Commits to action</li> <li>• Displays resilience</li> <li>• Demonstrates self-awareness and a commitment to personal development</li> </ul> <p><b>Communicating and influencing effectively</b></p> <ul style="list-style-type: none"> <li>• Communicates clearly</li> <li>• Listens, understands and adapts to audience</li> <li>• Negotiates persuasively</li> </ul>
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**Head Office location is in Perth CBD.**

**CERTIFICATION**

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

Signature .....	Date .....
<b>Auditor General</b>	