

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

Position Title Senior Information Systems Auditor	Position Number Generic	Level Level 5
Program Assurance	Business Unit Information Systems and Performance Audit	Salaries Agreement/Award PSGOG Agreement

RESPONSIBILITIES OF THIS POSITION

IS AUDITING

- Evaluates client systems and procedures to assess compliance with information systems audit criteria.
- Analyses and interprets client computerised data.
- Compiles technical and controls information on routine computerised systems to support audit opinions.
- Processes client data by designing and using Computer Assisted Audit Techniques software and hardware systems to identify and retrieve audit information.
- Prepares audit reports, management letters and working papers.
- Develops audit plans for the undertaking of information system audits.
- Designs and develops computerised audit procedures and systems to achieve efficient and effective delivery of audit products and services.
- Coordinates resources to achieve objectives in accordance with budget and timeline requirements.

SUPERVISION

- Supervises specialist auditors or IS Auditors and external contracted experts.

STAKEHOLDER LIAISON

- Liaises with management of the Office and client agencies on information systems controls and accountability.

Undertakes other duties and special projects as required

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Essential Capabilities

These reflect the specialist technical and leadership capabilities of the position.

ESSENTIAL - Technical

- A sound knowledge and experience in current information technology, systems and controls.
- Demonstrated ability to identify, analyse, test and evaluate system controls including manual controls and business processes. perform the following audit activities
- Demonstrated ability to design, develop and implement Computer Assisted Audit Techniques (CAATs)

ESSENTIAL – Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to strategy
- Harnesses information and opportunities
- Shows judgment, intelligence and common sense

Achieving results

- Contributes to organisational skill and responsiveness
- Identifies and utilises professional expertise
- Accepts and implements change
- Delivers intended results

Building productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values differences and diversity
- Supports and develops people operationally

Demonstrates public service professionalism and probity

- Exemplifying personal integrity and self-awareness
- Identifies risk and proactively responds
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicating and influencing effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

Head Office location is in CBD Perth.

Work locations include metro, outer metro, intrastate and interstate agency locations.
Travel allowances paid for intrastate and interstate travel.

CERTIFICATION

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

SignatureElectronic signature..... Auditor General	Date ...11 August 2016.....
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