

# 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><br>Director  |  |                         |
| <b>Effective Date</b><br>August 2016   | <b>Position Number</b><br>Generic  | <b>Level</b><br>Level 8 |
| <b>Reports to</b><br>Assistant Auditor General - Information Systems and Performance Audit | <b>Positions reporting to Assistant Auditor General may include</b><br>3 x Directors |                         |

### Information Systems and Performance Audit

Information system audits and performance audits provide Parliament with information, analysis and assurance about public sector programs and operational performance and recommend opportunities for improvement when appropriate.

### Improving Public Sector Performance

The role of the Auditor General is not simply about ensuring public money is spent according to the rules - it is also about ensuring that there is accountability for performance and that the community receives value for its tax dollars.

The Office of the Auditor General conducts information system audits of financial and operational IT systems of agencies to gain assurance that the systems are reliable and that the systems are protected from unauthorised access and change.

The OAG also undertakes and both broad scope and narrow scope performance audits of government activities to ensure they are both efficient and effective. Narrow scope performance audits are conducted by the Information Systems and Performance Audit Business Unit.

Performance Audits do not question the objectives of government programs, but focus on whether stated objectives are being met. Ultimately they deliver reports to Parliament detailing findings, identifying matters of significance and making recommendations for changes that will improve public sector performance.

### Role of this position

- Direct multiple project teams conducting broad or narrow scope performance audits and investigations of government services and activities to meet divisional targets for delivering high quality, timely and cost effective reports in Parliament.
- Manage internal and external relationships at senior levels including with government agencies, broader stakeholders and Parliament.
- Advise and mentor team members and manage contractors
- Advise the Assistant Auditor General on planning and policy to consistently achieve business unit objectives.

### Essential qualification(s)

- A relevant tertiary qualification

### Desirable qualification(s)

- Membership of a relevant professional body

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| <b>Program</b><br>Performance Audit | <b>Business Unit</b><br>Information Systems and<br>Performance Audit | <b>Salaries Agreement/Award</b><br>PSGOG Agreement |

## RESPONSIBILITIES OF THIS POSITION

### PERFORMANCE AUDITS

- Direct and undertake broad or narrow scope performance audits and investigations to enable the tabling of quality, timely and cost effective reports in Parliament.
- Undertake complex and sensitive liaison with senior external agency employees and stakeholders.
- Advise and mentor team members and manage contractors.
- Manage resources, monitor progress and assess team performance to ensure adherence to audit methodology, quality framework, standards and Office policies and the achievement of project objectives, budgets and deadlines.
- Identify potential audit topics.
- Review draft reports to Parliament
- Provide advice to the Assistant Auditor General regarding performance audits.

### PLANNING AND POLICY

#### Planning

- Advise the Assistant Auditor General on operational planning regarding future audits, preparing topic and audit proposals for submission to the Executive Management Group, scheduling audits and implementing operational plans.
- Advise the Assistant Auditor General regarding business unit and Office strategic planning and development.

#### Policy and Practice

- Assist the Assistant Auditor General to review, develop and implement audit methodologies and practice and other Office management policies and procedures.

### OTHER DUTIES

- Undertake other duties and special projects as directed, including representing the Office at external events and committees.

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**Essential Capabilities**

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

**ESSENTIAL - Technical**

- Outstanding analytical and research skills relevant to directing and conducting evaluations of organisational systems and processes.
- Substantial experience in successful project management including project team leadership and resource management across a portfolio of projects.
- Demonstrated plain English report writing skills.

**ESSENTIAL - Leadership**

**Shaping and managing strategy**

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

**Achieving results**

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results

**Building productive relationships**

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

**Exemplifying personal integrity and self-awareness**

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- 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 is in Perth CBD.**

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.

|                   |   |                               |
|-------------------|---|-------------------------------|
| <b>Signature:</b> | <br>.....<br>Auditor General | Date .....11 August 2016..... |
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