

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.

Position Title Information Systems Auditor		
Effective Date September 2016	Position Number Generic	Level Level 4
Reports to Director - Information Systems Audit	Other positions reporting to Director IS Audit may include Associate Director Senior IS Auditors IS Auditors	

Information Systems and Performance Audit

Providing Parliament with information and analyses public sector program and operational performance, recommending 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 the community receives value for its tax dollars.

The Office of the Auditor General conducts both broad scope and narrow scope performance audits of government activities to ensure they are both efficient and effective. Broad scope performance audits are conducted by the Performance Audit Business Unit while 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.

By highlighting examples of good practice in these reports, Parliament becomes better informed in assessing government performance.

ROLE OF THIS POSITION

- To provide routine technical information systems audit advice and support to internal and external client groups and audit customers.
- Flexible Teams Concept – IS Audit Specific Projects
- Supervises specialist auditors or IS Auditors

ESSENTIAL QUALIFICATION/S

1. A relevant tertiary qualification
2. Membership of, or progress towards membership of an appropriate professional body

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

Position Title Information Systems Auditor	Position Number Generic	Level Level 4
Program Information Systems Audit	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 information systems.
- Compiles technical and controls information on information 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 draft audit reports, management letters and working papers
- Develops audit plans for the undertaking of information system audits.
- Develops 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.

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.

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



Position Title Information Systems Auditor	Position Number Generic	Level Level 4
Program Information Systems Audit	Business Unit Information Systems and Performance Audit	Salaries Agreement/Award PSGOG Agreement

ESSENTIAL CAPABILITIES

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

ESSENTIAL – Technical

- A sound knowledge in current information technology, systems and controls.
- Demonstrated ability to identify and evaluate information systems and infrastructure including identification of related business processes.
- Ability to use data analysis tools.

ESSENTIAL - Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows judgement, intelligence and common sense

Achieving results

- Contributes to organisational skill and responsiveness
- 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

Exemplifying personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- 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.

Signature <p style="text-align: center;">Auditor General</p>	Date: ...8 September 2016.....
--	--------------------------------