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		
Associate Director		
Effective Date	**Position Number**	**Level**
August 2016	AUD00196	Level 7
Reports to	**Other positions reporting to Director IS Audit may include**	
Director - Information Systems Audit	Principal IS Auditors Senior IS Auditors IS Auditors	

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.

Information Systems audits focus on the general computer controls of agencies with significant computer environments to determine whether these effectively support the accuracy and integrity of agency financial statements and KPIs. We also undertake audits each year of a sample of important non-financial computer applications.

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

- To provide management, technical leadership and quality assurance for information systems audit to internal and external audit client groups and audit customers.
- Flexible Teams Concept – IS Audit Specific Projects.
- Supervises specialist auditors or IS Auditors and external contracted experts.

Essential qualification/s

1. A relevant tertiary qualification
2. Full member of a relevant professional body

The Office of the Auditor General for Western Australia

Position Title	Position Number	Level
Associate Director	AUD00196	Level 7
Program	**Business Unit**	**Salaries Agreement/Award**
Information Systems Audit	Information Systems and Performance Audit	PSGOG Agreement

RESPONSIBILITIES OF THIS POSITION

IS AUDITING

Negotiation and liaison with stakeholders

- Liaise and negotiate with external stakeholders on IS audit and control issues and provide advice to senior management of the OAG.
- Liaise, consult and build relationships with senior stakeholders in the Public Sector, professional bodies and the private sector to remain informed of relevant issues, and to advance and advise on OAG information system auditing.
- Research and analyse complex and technically specialised client computerised systems and associated business procedures to assess their effectiveness and compliance with information systems audit criteria in accordance with audit objectives and Office information systems auditing policies, standards and procedures.
- Review findings and supporting evidence of junior team members to ensure that it meets audit standards.

IS Audit Policies and Procedures

- Provide expert advice and guidance to Executive and senior employees.
- Manage the development of information systems audit methodologies to achieve integrated audit approach for efficient and effective delivery of audit products services in accordance with Office standards.

Project Management

- Manage Office, agency, cross-sector and inter-jurisidictional projects.

MANAGEMENT
Planning and Co-ordination

- Contribute to OAG strategic planning and environmental scanning by monitoring and analysing factors impacting on public sector performance.
- Ensure ongoing unit input to the corporate performance management system and the maintenance of comprehensive operational plans for effective work program administration.
- Manage priorities and coordinate resources to achieve objectives in accordance with project plans.

OTHER

- Represent the Office of the Auditor General at external events and Committees.

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

ESSENTIAL - Technical

- Extensive knowledge and experience in current information technology, systems and controls
- Ability to manage Information Systems audit teams and activities
- Highly developed project management 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 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
………Electronic signature……………..   Date …11 August 2016…………
Auditor General

The Office of the Auditor General for Western Australia