

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.

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| POSITION TITLE: | | EXECUTIVE OFFICER | |
| Effective Date May 2017 | Position Number 00013122 | Level Level 5 | |
| Program Auditor General | Business Unit Auditor General | Salaries Agreement/Award PSGOGA | |
| Reports to: Auditor General | Other positions reporting to Auditor General include: Deputy Auditor General Assistant Auditor General - Technical and Audit Quality Assistant Auditor General - Business Services | | |
| <p>The Office of the Auditor General – Serving the Public Interest by an Informed Parliament</p> <p>The Auditor General Business Unit provides executive and administrative support to all executive positions within the Office of the Auditor General. The Business Unit works across all inter-office boundaries to provide seamless continuity of service and information management to ensure that the business units of the Office continue to deliver their operational responsibilities. These include:</p> <p>Financial Audit Providing Parliament with opinions on the integrity of public sector financial statements and performance indicators.</p> <p>Performance Audit Providing Parliament with information and analyses of public sector program and operational performance, recommending opportunities for improvement when appropriate.</p> <p>Information Systems and Performance Audit Performance audits provide Parliament with information and analyses of public sector program and operational performance, recommending opportunities for improvement when appropriate. Controls, compliance and accountability audits provide Parliament with information about agency compliance with legislation, public sector policies and accepted good practice.</p> <p>Technical and Audit Quality Providing the Auditor General with confidence that the operational arms of the Office are complying with OAG standards; and developing strategies for enhancement of audit methodology.</p> <p>Business Services Providing the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit; ensuring 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.</p> | | | |
| <p>Role of this position</p> <ul style="list-style-type: none"> • Provides executive support to the Auditor General and Executive Management. • Maintains effective relationships and coordinates administrative matters with Parliamentary and ministerial offices. • Coordinates administrative processes and support services during peak business periods. | | | |
| <p>Essential Qualifications</p> <p>Nil</p> | | | |

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RESPONSIBILITIES OF THIS POSITION

EXECUTIVE SUPPORT

- Provides high quality and outcome focused executive and administrative support services.
- First point of contact for the Auditor General and provides a highly professional client focused service to a range of internal and external stakeholders.
- Ensures the effective management of key meetings including agenda preparation, coordination of presentations and submissions and minute taking.
- Manages effective and timely information flows within the Office and with key stakeholders.
- Manages the Auditor General's diary, correspondence, emails and telephone calls ensuring all matters are appropriately screened, prioritised and dealt with.
- Coordinates actions arising from Executive Management meetings on behalf of the Auditor General, ensuring timely progress and completion.
- Coordinates the preparation and dissemination of briefing materials for Executive in relation to policies, key meetings or specific issues.
- Ensures appropriate, compliant electronic recording and maintenance of executive decisions, key meetings and specific issues.
- Works collaboratively with executive assistants to ensure efficient and effective administration and executive support.
- Drafts documentation of either a sensitive or confidential nature as required.
- Coordinates and drafts as appropriate, whole-of-agency related advice, responses and documentation.
- Acts proactively on urgent issues and sensitive matters, and refers appropriately.
- Coordinates executive and administrative support services during peak operational demand and other periods of need.

STAKEHOLDER RELATIONSHIPS

- Maintains effective relationships and coordinates administrative matters with Parliamentary and ministerial offices.
- Manages timeliness and quality of documentation for Parliament including ministerial briefings, ministerial administrative responses and parliamentary questions.
- First point of contact with ministerial offices, opposition spokespersons and the secretariat for parliamentary committees on behalf of the Auditor General.
- First point of contact with senior Government representatives, professional accounting bodies and the public on behalf of the Auditor General.

Undertakes other duties as required

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ESSENTIAL CAPABILITIES

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

ESSENTIAL - Technical

- Demonstrated experience providing effective executive support, with the ability to build relationships and negotiate with people at all levels.
- Highly developed organisational skills; the ability to work to strict deadlines, effectively coordinate the efforts of others; and apply personal and professional judgement under pressure.
- Demonstrated initiative and discretion in business dealings and problem resolution.
- Comprehensive understanding of government administrative procedures; and Government and Parliamentary processes.

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

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 Perth CBD.

CERTIFICATION

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

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| Signature |  Auditor General | Date | 16 May 2017 |
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