

**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 Communications Officer		
Effective Date September 2017	Position Number AUD00667	Level Level 5
Program Communications	Business Unit Business Services	Salaries Agreement/Award PSGOG Agreement
Reports to Director Communications and Policy	Other positions reporting to the Director Communications and Policy Online Communications Coordinator Publishing Officer Manager Communications	
<p>Business Services</p> <p>Provides the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit. In addition this Business Unit ensures 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>Enhancing the Relevance and Timeliness of Services</p> <p>The challenge for Business Services is firstly to support the Auditor General and ensure his Reports and his wider role in the community best address the needs of Parliament and the public for independent information on public sector performance and accountability.</p> <p>The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.</p> <p>The policy work of Business Services entails the provision of strategic advice, monitoring and analysing issues and trends, and liaising with key stakeholders in the Office's operations.</p> <p>Key Challenges for the Communications Branch include:</p> <ul style="list-style-type: none"> • Managing the differing priorities of multiple stakeholders • Supporting change as we strive for greater efficiencies • Delivering the level of service required to meet Office deadlines • Managing systems and processes that support the current business demands but are flexible enough to adapt to meet the future needs of the OAG. 		
<p>Role of this position</p> <ul style="list-style-type: none"> • Maintain Office communication standards across all media. • Support relationship management strategies and operations. • Develop collateral for Office communications and stakeholder management. 		
<p>Essential qualification/s</p> <ol style="list-style-type: none"> 1. Relevant tertiary qualification and/or substantial relevant experience 		

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RESPONSIBILITIES OF THIS POSITION		
<p>Communications</p> <ul style="list-style-type: none"> • drafting communication collateral including media releases, flagship documents, briefing notes and presentations • managing and updating intranet and website content, ensuring currency, innovative presentation and dynamic appeal • managing Office social media content. <p>Stakeholder management</p> <ul style="list-style-type: none"> • first level respondent and coordinator for referrals and enquiries • administering customer relationship management – media, social media and Hansard monitoring, and tracking related work and inquiries. <p>Project management</p> <ul style="list-style-type: none"> • coordinating communications and strategic planning projects including developing project briefs. <p>Undertakes other duties as directed.</p>		

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<p>Essential Capabilities These reflect the specialist technical and leadership capabilities of the position.</p> <p>ESSENTIAL - Technical</p> <ul style="list-style-type: none"> Highly developed verbal and written communication skills with a diverse range of stakeholders. Demonstrated knowledge of contemporary communication strategies. Demonstrated ability to initiate, organise and complete tasks and projects to a high standard. Demonstrated performance flexibility to work on multiple tasks and meet deadlines. <p>ESSENTIAL - Leadership</p> <p>Managing operations</p> <ul style="list-style-type: none"> Demonstrates a sense of purpose and direction Able to link operational activities to strategy Harnesses information and opportunities Shows judgement, intelligence and common sense <p>Achieving results</p> <ul style="list-style-type: none"> Contributes to organisational skill and responsiveness Identifies and utilises professional expertise Accepts and implements change Delivers intended results <p>Building productive relationships</p> <ul style="list-style-type: none"> Nurtures internal and external relationships Facilitates cooperation and partnerships Values differences and diversity Supports and develops people operationally Exemplifying personal integrity and self-awareness <p>Demonstrates public service professionalism and probity</p> <ul style="list-style-type: none"> Identifies risk and proactively responds Commits to action Displays resilience Demonstrates self-awareness and a commitment to personal development <p>Communicating and influencing effectively</p> <ul style="list-style-type: none"> Communicates clearly Listens, understands and adapts to audience Negotiates persuasively 		
<p>Head Office location is in Perth CBD.</p>		

CERTIFICATION

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

Signature	 Auditor General	Date	22/9/17.....
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