

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	Deputy Auditor General	
Effective Date	Position Number	Level
October 2018	AUD00128	Band 3
Reports to	Positions reporting to Deputy Auditor General include Assistant Auditors General:	
Auditor General	Financial Audit; Information Systems and Performance Audit; Performance Audit	
<p>The Office of the Auditor General – Serving the public interest by an informed Parliament and community Auditing the finances and activities of Western Australian state and local government entities, and reporting the findings to Parliament. Parliament seeks independent assurance from the Auditor General that public sector entities are providing services and using public money in accordance with Parliament's purpose.</p> <p>Financial Audit Provides Parliament with audit opinions on state government financial statements, controls and performance indicators and provides local governments with audit opinions on financial statements. The scope and nature of the work and results delivered have a wide impact of serving the public interest, through identifying matters of significance.</p> <p>Performance Audit Conducts large performance audits on a varied range of topics, providing Parliament with information and analyses of the effective management and operation of agency programs and activities, recommending opportunities for improvement when appropriate.</p> <p>Information Systems and Performance Audit Provides Parliament with information about agency compliance with legislation, public sector policies and accepted good practice; and on the general computer controls of agencies with significant computer environments for both financial and non-financial computer applications.</p> <p>Technical and Audit Quality Undertakes activities to ensure: the Office is able to meet its legislative responsibilities at the highest standards of professional practice; audit methodologies and practices are compliant, efficient and consider better practice; and the Auditor General's confidence with compliance with OAG policies and Auditing and Assurance Standards.</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 human, financial and other Office resources are used efficiently and effectively; and management has the information to effectively run the Office.</p>		
ROLE OF THIS POSITION		
<ul style="list-style-type: none"> • Sworn Acting Auditor General and assumes full responsibilities of that Office in the absence of the Auditor General. • Provides strategic and operational leadership and development that ensures achievement of the vision, mission and operational outcomes of the Auditor General. • Provides strategic and operational leadership and development that ensures audit reporting quality, relevance and compliance with the Auditor General's objectives. • Maintains a continuous program of stakeholder engagement with Members and Committees of Parliament, Ministers, central government agencies, CEOs and other stakeholders. 		
ESSENTIAL QUALIFICATION(S)	HIGHLY DESIRABLE	
1. A relevant tertiary qualification	1. Current membership of a professional accounting body	

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RESPONSIBILITIES OF THIS POSITION		
<p>AUTHORITY:</p> <ul style="list-style-type: none"> formally sworn in as Acting Auditor General and assumes the responsibilities of that Office in the absence of the Auditor General delegated authority to sign audit opinions and certifications as specified. <p>LEADERSHIP AND JUDGEMENT:</p> <ul style="list-style-type: none"> fostering the Office's values, ensuring a whole of Office approach to product and service delivery providing program vision, leadership and strategic direction to operational business units leading the Office's internal and external audit programs; and risk management leading the planning and development of strategic performance audit directions leading the development and maintenance of audit performance management systems; professional resources management; and work approaches to ensure continuous improvement and high levels of customer service Deputy Chair of the OAG Executive, participating in collective decision making on policy, strategic directions and resource allocation in the best interests of the OAG as a whole assisting the Auditor General to manage the local government mandate, ensuring appropriate planning, resourcing and consultation with the sector making professional judgements to solve complex problems when no clear methods or procedures are in place, or where there is no clear basis in legislation, guidelines or precedence. <p>BUSINESS UNIT MANAGEMENT:</p> <ul style="list-style-type: none"> directing the development, implementation and monitoring of business plans to ensure achievement of efficient, timely and relevant business unit outcomes; and reporting on performance relating to legislative, corporate and public sector policies and objectives leading and directing the management and administration of the auditing business units, ensuring effective implementation of and adherence to corporate policies, standards and procedures within budgetary, legislative and organisational constraints promoting continuous improvement across all business units maintaining high level technical currency in accounting and financial, performance, information system and compliance auditing, evaluation and investigation developments and directions leading audit report and annual report finalisation; and continuous report quality assurance to maintain quality, relevance and compliance with the Auditor General's objectives. <p>ADVICE, LIAISON AND COMMUNICATION:</p> <ul style="list-style-type: none"> providing high level advice and assurance to the Auditor General, Parliament, Ministers, CEOs, local government officers and elected officials, State and Federal agencies, professional bodies and the private sector on the strategic policy and functions of audit directions providing professional and authoritative advice regarding audit opinions ensuring they are accurate and fit for purpose and communicated effectively to stakeholders advancing OAG services and remaining informed on relevant strategic issues by maintaining a continuous program of engagement with stakeholders, Members and Committees of Parliament, Ministers, central government agencies, other Federal, State and local government entities, professional bodies and the private sector liaising with the Auditor General and business units to provide strategic and operational guidance and support; and to monitor stakeholder service satisfaction assessing Crime and Corruption Commission referrals for further action or investigation representing the Auditor General in Parliamentary Committee meetings as required representing the Auditor General and the Office at a policy level on appropriate external bodies and at relevant forums. <p>Undertakes other duties and special projects as required.</p>		

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

- ESSENTIAL Technical**
- Significant experience engaging, advising and negotiating with diverse stakeholders at senior and executive levels on complex and sensitive information and issues.
 - Extensive practical experience in external auditing in a complex, diverse environment.
 - Interpretation, application and experience with accounting and auditing standards and methodologies.
 - Experience in governance and risk management in a regulated environment.
 - Demonstrated understanding of accountability principles and the Westminster system of government.
- ESSENTIAL - Leadership**
- Shaping and managing strategy**
- Inspires a sense of purpose and direction
 - Focuses strategically
 - Harnesses information and opportunities
 - Shows sound 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
 - Manages financial and physical resources in a constrained environment
- 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 and respectfully**
- 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		Date	24.10.18
	Auditor General		