OFFICE OF THE AUDITOR GENERAL
JOB DESCRIPTION FORM

OAG
Office of the Auditor General
Serving the Public Interest

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		
Human Resources Officer		
Effective Date	**Position Number**	**Level**
December 2018	AUD00376	Level 3
Program	**Business Unit**	**Salaries Agreement/Award**
Human Resources	Business Services	PSGOG Agreement
Reports to	**Other positions reporting to Manager Human Resources may include**	
Manager Human Resources	Senior Human Resources Officer	

Business Services

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.

Enhancing the Relevance and Timeliness of Services

The challenge for Business Services is firstly to support the Auditor General and ensure her Reports and her wider role in the community best address the needs of Parliament and the public for independent information on public sector performance and accountability.
The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.
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.

Workforce and Development supports the Office and the Auditor General by:

- Managing the differing priorities of multiple internal and external stakeholders
- Supporting change as we strive for greater efficiencies and effectiveness
- Delivering the level of service required to meet OAG business requirements
- Establishing and managing systems and processes that support the current business demands but that are also flexible enough to adapt to meet the future needs of the OAG.

Role of this position

- Deliver high quality customer service in payroll, including consultancy, processing and reporting
- Create and maintain personnel and payroll records and provide advice in accordance with Awards, Agreements and policies
- System administration of HRMIS

Essential qualification/s

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RESPONSIBILITIES OF THIS POSITION

CONSULTANCY AND SUPPORT SERVICES

- Contributing to an environment of excellence in service delivery, high performance and accountability within a team environment
- Providing a consultancy service to Office employees on the effective use of HR Management Systems
- Liaising with service providers and other public sector agencies in relation to human resources matters
- Providing user support services, training and help desk assistance
- Liaising within Business Services on system interface and reporting issues

SYSTEMS AND PROCESSING

- Processing internal payroll and supporting documentation and reports
- Creating and maintaining accurate and up-to-date personnel and related systems records
- Producing standard reports for internal and external stakeholders
- Implement HRMIS upgrades and configurations to test and production environments

APPLIED HUMAN RESOURCES KNOWLEDGE

- Maintaining currency of knowledge in accordance with Awards, Agreements and policies
- Conducting research of Human Resource issues
- Contributing to the development and implementation of branch and business unit planning and projects

Undertakes projects and other duties as required

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Essential Capabilities

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

ESSENTIAL - Technical

- Experience in human resources service provision; payroll; and contractual employment obligations and processes
- Human Resource Management Information Systems, experience in Aurion preferred

ESSENTIAL - Leadership

Managing activities

- Demonstrates a sense of purpose
- 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

- Maintains internal and external relationships
- Facilitates team cooperation
- Values differences and diversity
- Supports people operationally
- Exemplifying personal integrity and self-awareness

Demonstrates public service professionalism and probity

- Identifies and responds to risk
- Commits to action
- Displays resilience
- Demonstrates a commitment to personal development

Communicating and influencing effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates openly

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.

Signature   ………………………………………………… Date   …………………………
                 Auditor General

The Office of the Auditor General for Western Australia