

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 Senior Performance Analyst		
Effective Date August 2017	Position Number Generic	Level Level 5
Reports to Director, Information Systems and Performance Audit	Other positions reporting to the Director may include Associate Directors Principal Performance Analysts Performance Analysts	
<p>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.</p> <p>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.</p> <p>The Office of the Auditor General conducts information system audits of financial and operational IT systems of state and local government entities to gain assurance that the systems are reliable and that the systems are protected from unauthorised access and change.</p> <p>Information Systems audits focus on the general computer controls of entities with significant computer environments to determine whether these effectively support the accuracy and integrity of entity financial statements and KPIs. We also undertake audits each year of a sample of important non-financial computer applications.</p> <p>The OAG also undertakes 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.</p> <p>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.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> • Contributes to and as required leads project teams conducting control and performance audits of public sector entities, services and activities. • Leads team members undertaking attest audits as required. 		
Essential qualification/s 1. A relevant tertiary qualification	Desirable qualification(s) 2. Progress towards full member of a professional body	

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Program Performance Audit	Business Unit Information Systems and Performance Audit	Salaries Agreement/Award PSGOG Agreement
RESPONSIBILITIES OF THIS POSITION		
<p>Control and performance auditing</p> <ul style="list-style-type: none"> • as a project team leader, conducting control and performance audits of government services and activities • conducting detailed research and analysis of qualitative and quantitative information • liaising with stakeholders to collect and discuss compliance and performance matters • preparing draft reports of control and performance audits. <p>Attest auditing</p> <ul style="list-style-type: none"> • conducting audits of entity financial statements, controls and performance indicators and drafting reports for senior management consideration, as directed • developing plans to provide a framework for audit activities • compiling audit evidence in accordance with Australian Accounting and Auditing Standards • liaising with client representatives at all levels • preparing audit memorandum and/or reports. <p>Business unit management, planning and policy</p> <ul style="list-style-type: none"> • assisting in planning future control and performance audits • conducting preliminary data collection and analysis under direction • providing advice to senior staff regarding factors impacting public sector control/performance and performance issues. <p>Undertakes other duties and special projects as directed.</p>		

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ESSENTIAL CAPABILITIES

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

ESSENTIAL - Technical

- Well-developed research and analytical skills, using qualitative and quantitative techniques.
- Experience in report writing and interview skills.
- Experience in undertaking tasks within a team environment to meet project timelines and budgets.

ESSENTIAL - Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to strategy
- Harnesses information and opportunities
- Shows sound judgement, 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 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 client 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: ...16 August 2017.....
Auditor General		