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 Associate Director		
Effective Date February 2019	**Position Number** Generic	**Level** Level 7
Reports to Director	**Other positions reporting to the Director may include** Associate Directors Senior Performance Analysts	 Principal Performance Analysts Performance Analysts

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.

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.

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.

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.

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.

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.

Role of this position

- Lead and supervise project teams to conduct performance audits of government services and activities.

Essential qualification/s	**Desirable qualifications**
1. A relevant tertiary qualification	2. Membership of a professional body

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Position Title	**Position Number**	**Level**
Associate Director	Generic	Level 7
Program	**Business Unit**	**Salaries Agreement/Award**
Performance Audit	Information Systems and Performance Audit	PSGOG Agreement

RESPONSIBILITIES OF THIS POSITION

Associate Directors are part of, lead and supervise project teams including Office employees and private contractors to conduct performance audits of government services and activities.

Performance auditing

- planning, directing and delivering complex audits on time and on budget in accordance with the OAG methodology and Australian Auditing and Assurance Standards.

Branch management, planning and policy

- managing and communicating work schedules
- providing on the job training and development
- providing advice to senior team members and management regarding factors impacting public sector performance and accountability issues.

Reporting and recommendations

- developing findings and audit recommendations that are soundly based, balanced and provide practical opportunities for improvement
- delivering draft performance audit reports
- promote continuous improvement and innovation in performance audit practice and methodology.

Stakeholder liaison and advice

- liaising, negotiating and building effective relationships with external stakeholders
- providing advice to internal and external senior employees
- attending Parliamentary report tabling
- communicating audit findings to internal and external stakeholders.

Other duties

- representing the Office at external events and committees as required
- undertaking other duties and special projects as directed.

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ESSENTIAL CAPABILITIES.

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

ESSENTIAL - Technical

- Demonstrated experience leading small project teams delivering quality outcomes with demanding deadlines.
- High level research and analytical skills including organisational systems, financial and economic analysis and/or process, program and project evaluation.
- Demonstrated high level experience in report writing and interview skills.
- Knowledge of accountability mechanisms in government or large organisations.

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

- 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 is in Perth CBD.

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: ……February 2019……..

Auditor General