

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	Assistant Auditor General – Information Systems and Performance Audit	
Effective Date February 2019	Position Number AUD00123	Level Class 1
Reports to Deputy Auditor General	Positions reporting to Deputy Auditor General may include Assistant Auditors General: Financial Audit, Performance Audit and Information Systems and Performance Audit	
<p>Information Systems and Performance Audit</p> <p>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. Controls, compliance and accountability audits provide Parliament with information about governance entity compliance with legislation, public sector policies and accepted good practice.</p> <p>Improving Public Sector Performance</p> <p>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 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 and conduct performance audits with an ICT focus, usually on aspects of cyber risk.</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. Highlighting examples of good practice in these reports better informs Parliament in assessing government performance.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> • Provides leadership and direction of the OAG's performance and information systems auditing program ensuring appropriate auditing policies and procedures are in place. • Manages the Unit to ensure compliance, information systems and focus area audits provide Parliament with information and analysis of entity performance and compliance with legislation, public sector policies and good practices. • Advises the Auditor General, Chief Executive Officers and senior public sector staff on matters relating to performance and information systems audit services. • Undertakes high level liaison, consultation and negotiation with stakeholders in relation to assurance services. 		
ESSENTIAL QUALIFICATION/S		DESIRABLE QUALIFICATION/S
1. A relevant tertiary qualification.		2. Membership of a professional body.

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Program Assurance	Business Unit Information Systems and Performance Audit	Salaries Agreement/Award PSGO(CSA)GA

RESPONSIBILITIES OF THIS POSITION

Leadership and management

- providing direction and leadership, ensuring activities are consistent with the Auditor General's vision; supporting the achievement of the OAG and the business unit's agreed objectives; and demonstrating best practice ideals
- leading and directing business unit management and administration, ensuring effective implementation of, and adherence to OAG policies, standards and procedures within budgetary, legislative and organisational boundaries
- managing business unit resources to achieve financial and operational goals and targets
- maintaining and anticipating trends and issues concerning the OAG; the role of the Auditor General and business unit core functions; and initiating appropriate action
- advising the Auditor General, CEOs, senior government sector staff and elected officials, on matters relating to information systems controls, performance and associated accountability requirements
- undertaking and leading strategic scanning and analyses of factors impacting the public sector; and developing progressive responses to changing and emerging circumstances
- as a member of the OAG Executive participating in making collective decisions on whole of Office policy, strategic direction and resource allocation.

Technical / core business

- identifying and developing topics and audit examinations of strategic benefit to the public sector
- overseeing the delivery of timely and reliable programs of examinations of entity performance, legislative compliance and information systems controls in the public sector
- overseeing the development and implementation of standards and practices for the conduct of information systems audit across the public sector
- leading innovation and reform agendas and initiating business enhancement projects to achieve continuous improvement
- providing methodological support to the OAG on auditing agency performance compliance, governance and accountability
- directing IS support and advice for assurance and performance auditing programs
- responding to and directing assessments of s.82 Ministerial notifications
- responding to and directing investigations resulting from Public Interest Disclosures.

Liaison and communication

- providing operational and technical advice to the OAG in the areas of legislative compliance, governance and accountability
- undertaking high level liaison, consultation and negotiation with stakeholders including Parliamentarians, other state, local and federal entities, professional bodies and the private sector to: advance OAG services; remain informed on relevant strategic issues; and keep abreast of audit and evaluation professional developments and directions
- representing the Auditor General and the Office at a policy level on appropriate external bodies and at relevant forums.

Other duties

- undertake other duties and special projects, as required.

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ESSENTIAL CAPABILITIES

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

ESSENTIAL - Technical

- Outstanding analytical and research skills relevant to directing, and conducting evaluations of organisational systems and processes.
- Substantial experience managing projects, including providing leadership to project teams and managing resources across program delivery.
- 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	 Auditor General	Date: ...8 February 2019.....
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