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 and take an open, honest and fair approach to our stakeholders.

Quality - we improve the performance of the Office and the public sector by working together to manage our resources, our people and our relationships.

People - we respect and value the contribution of our people and encourage a cooperative approach to how things get done.

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 Chief Information Officer		
Effective Date September 2019	**Position Number** AUD01113	**Level** Level 8
Program Information Resources	**Business Unit** Business Services	**Salaries Award/Agreement** PSGO(CSA)G Agreement
Reports to Assistant Auditor General, Business Services	**Positions reporting to Assistant Auditor General may include**	
	Director Communications and Policy	Managers Finance, Human Resources, Workforce and Development

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 reports and 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.

Key Challenges for Business Services include:

- 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

- drives the development, implementation, management and continuous improvement of IT and IM project services, service support and service delivery
- responsible for the reliability, availability, supportability and continuous improvement of the ICT infrastructure supporting critical business functions
- leads effective IT strategic planning, enterprise and solution architecture, business engagement, security management, governance, risk, compliance and continuous improvement activities
- delivers timely, relevant and actionable advice to senior stakeholders on technological innovation and opportunities in line with Office and public sector strategies.

Essential qualification/s

1. tertiary qualifications relevant to Information Technology or related discipline
2. eligibility for membership to a relevant professional body.

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Chief Information Officer	AUD01113	Level 8
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Information Resources	Business Services	PSGO(CSA)G Agreement

RESPONSIBILITIES OF THIS POSITION

Management

- leads and directs the implementation, ongoing support and continuous improvement of operational services
- oversees the delivery of solution architecture aligned with business goals and objectives and in accordance with architecture principles and standards
- leads information security governance to ensure the confidentiality, integrity and availability of information
- manages the service delivery, resource demand and component capacity to mitigate service delivery risks and challenges
- manages the demand, financial and capacity management functions for optimisation and best value on investment
- ensures good vendor and contract management practices to drive service excellence, control cost and mitigate the risk of increased contract value.

Team management

- leads the IT and IM teams in the delivery of excellent customer and business focused services in varied environments
- manages and drives a team culture of empowerment focusing on building customer relationships and the strong promotion of: continuous improvement to leverage on emerging technologies; and service management functions to support and continuously improve services
- manages and plans continuous team professional development, formally and informally, to ensure capacity and capability in a constantly changing technological environment.

Planning

- develops and adheres to policies, procedures, standards and practices to ensure compliance with legislation, government policy and regulatory frameworks
- directs the development and management of enterprise architecture strategies and roadmaps to support the ongoing digital transformation of services across the business
- identifies organisational opportunities in planning for future service delivery disruption
- ensuring efficient financial planning, management, analysis and reporting of the ICT budget; including transparency of costs in a consumption based model
- ensures efficient management, consumption and forecasting of capacity in a consumption based model.

Liaison, communicaton and relationship

- leads and manages effective business engagement; and builds and maintains client relationships both internally and externally to achieve strategic business outcomes
- attends internal and external service review forums covering service improvements, market benchmarks and new practices, policies and technologies
- builds strategic partnerships with public sector agencies and IT professionals to leverage on a broad range of expertise and resources
- supports the contract management function to drive service excellence, control cost and mitigate the risk of increased contract value.

Undertakes other duties and projects as required.

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ESSENTIAL CAPABILITIES

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

ESSENTIAL - Technical

- Extensive leadership and management capability to lead a multidisciplinary team delivering ICT service management and delivery, continuous improvement, risk and security assurance and digital compliance.
- Demonstrated high level conceptual, analytical and problem solving ability within a digital computing environment, including evaluating enterprise and solution architecture.
- Well-developed written, verbal and interpersonal skills with the ability to liaise with internal and external clients, stakeholders and business partners.

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 location is Perth CBD.

Work locations include metro, outer metro and intrastate agency locations.
Travel allowances paid for intrastate travel.

CERTIFICATION

The details in this document are an accurate statement of the responsibilities and requirements of this position.

Signature   ……………………………………..   Date   ……17 September 2019……..

Auditor General