

# 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.

<b>Position Title</b> Senior Information Systems Auditor		
<b>Effective Date</b> November 2019	<b>Position Number</b> Generic	<b>Level</b> Level 5
<b>Program</b> Information Systems Audit	<b>Business Unit</b> Information Systems and Performance Audit	<b>Salaries Agreement/Award</b> PSGO(CSA)GA
<b>Reports to</b> Director - Information Systems Audit	<b>Other positions reporting to Director IS Audit may include</b> Associate Director, Principal Information Systems Auditor, Senior Information System Auditor and Information System Auditor	

### 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

- assists in planning, conduct and supervision of all aspects of information systems audit work including complex systems and environments.
- flexible Teams Concept – IS Audit Specific Projects.
- assists in the supervision of specialist auditors or IS Auditors and external contracted experts.

### Essential qualifications

1. relevant tertiary qualification
2. membership or progress towards an appropriate professional body.

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<b>RESPONSIBILITIES OF THIS POSITION</b>		
<p><b>IS auditing</b></p> <ul style="list-style-type: none"> <li>• evaluates client systems and procedures to assess compliance with information systems audit criteria</li> <li>• analyses and interprets client computerised data</li> <li>• compiles technical and controls information on routine computerised systems to support audit opinions</li> <li>• processes client data by designing and using Computer Assisted Audit Techniques software and hardware systems to identify and retrieve audit information</li> <li>• develops audit plans for the undertaking of information system audits</li> <li>• prepares audit reports, management letters and working papers</li> <li>• designs and develops computerised audit procedures and systems to achieve efficient and effective delivery of audit products and services.</li> </ul> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• supervises specialist auditors or IS Auditors and external contracted experts</li> <li>• coordinates resources to achieve objectives in accordance with budget and timeline requirements.</li> </ul> <p><b>Stakeholder liaison</b></p> <ul style="list-style-type: none"> <li>• liaise with management of the Office and client entities on information systems controls and accountability.</li> </ul> <p>Undertakes other duties and special projects as required</p>		

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<b>Essential Capabilities</b> These reflect the specialist technical and leadership capabilities of the position.		
<p><b><u>ESSENTIAL - Technical</u></b></p> <ul style="list-style-type: none"> <li>• A sound knowledge and experience in current information technology, systems and controls.</li> <li>• Demonstrated ability to identify, analyse, test and evaluate system controls including manual controls and business processes.</li> <li>• Demonstrated ability to design, develop and implement Computer Assisted Audit Techniques (CAATs).</li> </ul> <p><b><u>ESSENTIAL – Leadership</u></b></p> <p><b>Managing operations</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a sense of purpose and direction</li> <li>• Able to link operational activities to strategy</li> <li>• Harnesses information and opportunities</li> <li>• Shows sound judgement, intelligence and common sense</li> </ul> <p><b>Achieving results</b></p> <ul style="list-style-type: none"> <li>• Contributes to organisational skill and responsiveness</li> <li>• Identifies and utilises professional expertise</li> <li>• Accepts and implements change</li> <li>• Delivers intended results</li> </ul> <p><b>Building productive relationships</b></p> <ul style="list-style-type: none"> <li>• Nurtures internal and external relationships</li> <li>• Facilitates cooperation and partnerships</li> <li>• Values differences and diversity</li> <li>• Supports and develops people operationally</li> </ul> <p><b>Demonstrates public service professionalism and probity</b></p> <ul style="list-style-type: none"> <li>• Exemplifying personal integrity and self-awareness</li> <li>• Identifies risk and proactively responds</li> <li>• Commits to action</li> <li>• Displays resilience</li> <li>• Demonstrates self-awareness and a commitment to personal development</li> </ul> <p><b>Communicating and influencing effectively and respectfully</b></p> <ul style="list-style-type: none"> <li>• Communicates clearly</li> <li>• Listens, understands and adapts to audience</li> <li>• Negotiates persuasively</li> </ul>		
<p><b>Head Office location is in CBD Perth.</b> Work locations include metro, outer metro, intrastate and interstate client locations. Travel allowances paid for intrastate and interstate travel.</p>		

**CERTIFICATION**

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

Signature	 <b>Auditor General</b>	Date: 14 November 2019
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