

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.

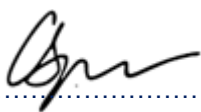
Position Title Manager, Communications		
Effective Date March 2020	Position Number AUD00176	Level Level 7
Program Communications	Business Unit Business Services	Salaries Agreement/Award PSCSA Agreement
Reports to Assistant Auditor General, Business Services	Other positions reporting to the Assistant Auditor General, Business Services may include Director, Workforce and Development Manager Finance Chief Information Officer	
<p>Business Services</p> <p>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.</p> <p>Enhancing the relevance and timeliness of services</p> <p>The challenge for Business Services is firstly to support the Auditor General and ensure her 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.</p> <p>The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.</p> <p>The 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.</p> <p>Key challenges for Communications Branch include:</p> <ul style="list-style-type: none"> managing the differing communications expectations and priorities of multiple stakeholders managing change communications as we strive for greater efficiencies delivering the level of service required meeting Office and Parliamentary deadlines managing systems, channels, processes and practices that deliver high quality communication products to internal and external stakeholders. 		
<p>Role of this position</p> <ul style="list-style-type: none"> developing and directing external and internal communications and information strategies providing high level communication and media advice to the Auditor General, Executive and Management managing the production, tabling and distribution of the Auditor General's reports to Parliament directly supports EMG strategic, corporate and operational planning. 		
<p>Essential qualification/s</p> <p>A relevant tertiary qualification and/or considerable relevant experience.</p>		

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RESPONSIBILITIES OF THIS POSITION		
<p>Management</p> <ul style="list-style-type: none"> • leads service delivery in the Branch, including the development of objectives, strategies and key performance indicators which are aligned with the strategic directions of the Office • directly supports strategic, corporate and operational planning • manages the Office's internal and external web content • develops high level Auditor General briefings and advice to key internal and external clients/stakeholders. <p>Reporting</p> <ul style="list-style-type: none"> • coordinates reporting teams in report production • manages production and tabling of reports • ensures legislative and protocol compliance in report tabling to both Houses of Parliament • coordinates the challenge review process from a communications and media perspective • manages the distribution of reports to relevant stakeholders • develops and maintains strategic client and stakeholder relationships for Parliamentary reporting and briefing processes. <p>Communications</p> <ul style="list-style-type: none"> • advises on communications strategies and OAG operations; and communication and media issues • provides media advice to the Auditor General and directs relations with the Parliamentary Press Gallery, media and trade press • provides written and verbal responses to queries; briefing materials and speeches; and editorial support on publications and communications • liaises with media consultants and coordinating responses to queries • develops, recommends and implements external and internal communication strategies and programs • promotes the role, functions and programs of the OAG • organises internal forums, agendas and presentations on behalf of Executive Management • organises special events, projects or functions; and represents the Auditor General and Office at Industry, academic or public forums. <p>Undertakes other duties and special projects as required.</p>		

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ESSENTIAL CAPABILITIES These reflect the specialist technical and leadership capabilities of the position.		
<u>ESSENTIAL - Technical</u> <ul style="list-style-type: none"> • High level experience in media management, public relations and liaison. • Demonstrated experience in speech writing and preparing presentations for senior executive. • Demonstrated experience with corporate communications; developing and implementing communications strategies; knowledge of desktop and internet publishing. 		
<u>ESSENTIAL - Leadership</u> <p>Shaping and managing strategy</p> <ul style="list-style-type: none"> • Inspires a sense of purpose and direction • Focuses strategically • Harnesses information and opportunities • Shows judgement, intelligence and common sense <p>Achieving results</p> <ul style="list-style-type: none"> • Builds organisational skill and responsiveness • Marshals professional expertise • Steers and implements change and deals with uncertainty <p>Delivers intended results</p> <ul style="list-style-type: none"> • Building productive relationships • Nurtures internal and external relationships • Facilitates cooperation and partnerships • Values individual differences and diversity • Guides, coaches and develops people <p>Exemplifying personal integrity and self-awareness</p> <ul style="list-style-type: none"> • 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 <p>Communicating and influencing effectively</p> <ul style="list-style-type: none"> • Communicates clearly • Listens, understands and adapts to audience • Negotiates persuasively 		
Head Office location is in Perth CBD.		

CERTIFICATION

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

Signature		Date3 March 2020.....
	Auditor General	