

# 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> Associate Director		
<b>Effective Date</b> September 2020	<b>Position Number</b> AUD00196	<b>Level</b> Level 7
<b>Program</b> Information Systems Audit	<b>Business Unit</b> Information Systems and Performance Audit	<b>Salaries Agreement/Award</b> PSCSA Agreement
<b>Reports to</b> Senior Director, Information Systems Audit	<b>Other positions reporting to Senior Director may include</b> Principal and Senior Information Systems Auditors Information Systems 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. Controls, compliance and accountability audits provide Parliament with information about governance entity compliance with legislation, public sector policies and accepted good practice.

### 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 entities to gain assurance that the systems are reliable and protected from unauthorised access and change. The OAG also undertakes performance audits of government activities to ensure they are both efficient and effective.

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 with an ICT focus, usually on aspects of cyber security.

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.

### Role of this position

- provides management, technical leadership and quality assurance of public sector information system audits
- designs, develops and leads Information System audits
- manages Information System audits and external contracts to meet audit program deliverables.

### Essential qualifications

1. relevant tertiary qualification and certifications
2. full member of a relevant professional body.

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## RESPONSIBILITIES OF THIS POSITION

### Assists the Senior Director to

- implement the strategic direction and management of the IS audit team
- develop and implement the delivery of a contemporary IS audit program
- develop the operational plan, audit plans, projects, policies and procedures for the IS audit team.

### IS audit

- develops IS audit plans
- manages and conducts public sector entity systems and business process audits to evaluate controls
- prepares audit reports, management letters and working papers
- quality assures IS audit Parliamentary reporting
- researches and analyses complex client computerised systems and business processes for effectiveness
- reviews and quality assures audit findings and supporting evidence to meet relevant standards
- manages the IS Audit Lab Environment
- supports IS team professional development
- coordinates resources to achieve IS Audit operational plan priorities.

### Stakeholder liaison

- represents the Office at internal and external events, workshops and Committees
- liaises and negotiates with public sector entities regarding IS audit and control issues
- manages projects in the Office and across other audit offices.

Undertakes projects and other duties as required.

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<b>ESSENTIAL CAPABILITIES</b> These reflect the specialist technical and leadership capabilities of the position.		
<b>ESSENTIAL – Technical</b> <ul style="list-style-type: none"> <li>• extensive knowledge and experience in current information technology, systems and controls</li> <li>• experience managing and developing IS audit teams</li> <li>• demonstrated experience leading and implementing IS audit activities to deliver quality outcomes within deadlines</li> <li>• highly developed project management and report writing skills</li> <li>• demonstrated ability to develop testing techniques for continuous improvement.</li> </ul>		
<b>ESSENTIAL - Leadership</b>		
<b>Shaping and managing strategy</b> <ul style="list-style-type: none"> <li>• Inspires a sense of purpose and direction</li> <li>• Focuses strategically</li> <li>• Harnesses information and opportunities</li> <li>• Shows sound judgement, intelligence and common sense</li> </ul>		
<b>Achieving results</b> <ul style="list-style-type: none"> <li>• Builds organisational skill and responsiveness</li> <li>• Marshals professional expertise</li> <li>• Steers and implements change and deals with uncertainty</li> <li>• Delivers intended results</li> </ul>		
<b>Building productive relationships</b> <ul style="list-style-type: none"> <li>• Nurtures internal and external relationships</li> <li>• Facilitates cooperation and partnerships</li> <li>• Values individual differences and diversity</li> <li>• Guides, coaches and develops people</li> </ul>		
<b>Exemplifying personal integrity and self-awareness</b> <ul style="list-style-type: none"> <li>• Demonstrates public service professionalism and probity</li> <li>• Engages with risk and shows personal courage</li> <li>• Commits to action</li> <li>• Displays resilience</li> <li>• Demonstrates self-awareness and a commitment to personal development</li> </ul>		
<b>Communicating and influencing effectively and respectfully</b> <ul style="list-style-type: none"> <li>• Communicates clearly</li> <li>• Listens, understands and adapts to audience</li> <li>• Negotiates persuasively</li> </ul>		
<b>Head Office location is Perth CBD.</b>		

### CERTIFICATION

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

Signature .....	Date .....
<b>Auditor General</b>	