

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 Executive Assistant	Business Services, Performance Audit and Technical and Audit Support	
Effective Date May 2019	Position Number 01225388	Level Level 3
Program Executive Support	Business Unit Auditor General	Salaries Agreement/Award PSCSA Agreement
Reports to Assistant Auditor General Business Services	Positions reporting to Assistant Auditors General may include Business Services Managers Directors across multiple business units	

The Office of the Auditor General - Serving the public interest

The Auditor General business unit provides executive and administrative support to all executive positions within the Office of the Auditor General. The business unit works across all inter-office boundaries to provide seamless continuity of service and information management to ensure that the business units of the Office continue to deliver their operational responsibilities. These include:

Financial Audit

Providing Parliament with opinions on the integrity of public sector financial statements and performance indicators.

Performance Audit

Providing Parliament with information and analyses of public sector program and operational performance, recommending opportunities for improvement when appropriate.

Information Systems and Performance Audit

Performance audits provide Parliament with information and analyses of public sector program and operational performance, recommending opportunities for improvement when appropriate.
Controls, compliance and accountability audits provide Parliament with information about agency compliance with legislation, public sector policies and accepted good practice.

Technical and Audit Support

Providing the Auditor General with confidence that the operational arms of the Office are complying with OAG standards; and developing strategies for enhancement of audit methodology.

Business Services

Providing the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit; ensuring 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.

Role of this position

- provides effective, efficient and confidential executive, administrative and secretarial support to business units
- provides administrative and secretarial support and assistance to other senior officers

Essential qualification/s

None

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RESPONSIBILITIES OF THIS POSITION

Executive support

- provides executive support to assigned Assistant Auditors General
- manages the flow of correspondence and information, including Parliamentary and Ministerial Correspondence, to/from the various executive offices, including organising, prioritising, assigning to business unit staff, and preparing routine responses as appropriate
- monitors and follows up outstanding actions relating to correspondence and other matters on behalf of Assistant Auditors General
- manages Assistant Auditors General schedules/diaries, including coordinating meetings and appointments, preparing/arranging relevant documents and briefings
- attends to telephone calls on behalf of Assistant Auditors General and nominated others and acts proactively on urgent issues and sensitive matters in the absence of relevant staff
- provides a document preparation service for the Assistant Auditors General, using word processing, Excel and PowerPoint, including correspondence, reports, meeting minutes, submissions and presentations
- arranges meetings with Members of Parliament, as required, senior executive of government agencies, private sector executives and members of the public on behalf of Assistant Auditors General
- organises travel arrangements for Assistant Auditors General and others

Administration

- contributes to the production of audit reports relevant to the position, specifically in relation to presentation and format
- monitors quality, and revises as necessary, documentation prepared by others prior to dispatch
- accurately maintains databases relevant to the position
- coordinates and collates various reports relevant to the position
- undertakes research as required by Assistant Auditors General and/or others
- provides administrative support as required to the Executive Officer

Whole of office

- contributes to providing executive and administrative support across the organisation in response to whole of organisation priorities and peak volume periods as identified by the Executive Officer

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Essential Capabilities

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

ESSENTIAL - Technical

- Demonstrated experience in providing executive, administrative and/or secretarial support at senior levels and to liaise effectively with people at high levels and to negotiate effectively with multiple managers.
- Well developed organisational skills, including the ability to consistently exercise initiative and sound judgment, and to prioritise and manage competing demands.
- High level computer skills in MS Office applications.
- Knowledge and experience in public sector and/or office policies, procedures and protocol.

ESSENTIAL - Leadership

Managing activities

- Demonstrates a sense of purpose
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows sound judgment, intelligence and common sense

Achieving results

- Contributes to organisational skill and responsiveness
- Utilises professional expertise
- Accepts and implements change
- Delivers intended results

Building productive relationships

- Maintains internal and external relationships
- Facilitates team cooperation
- Values differences and diversity
- Supports people operationally

Exemplifying personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Identifies and responds to risk
- Commits to action
- Displays resilience
- Demonstrates a commitment to personal development

Communicating and influencing effectively and respectfully

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates openly

Head Office location is Perth CBD

CERTIFICATION

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

Signature



Date8 May 2019.....

Auditor General