

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 Information Systems Auditor		
Effective Date September 2020	Position Number Generic	Level Level 4
Program Information Systems Audit	Business Unit Information Systems and Performance Audit	Salaries Agreement/Award PSCSA Agreement
Reports to Senior Director - Information Systems Audit	Other positions reporting to Senior Director - Information Systems Audit may include Associate Director Senior Information Systems Auditor Principal Information Systems Auditor	
<p>Information Systems and Performance Audit</p> <p>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.</p> <p>Improving Public Sector Performance</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> plans, conducts and reports on Information System audits assist and co-ordinates Information System or other audit specific projects. 		
<p>Essential qualification/s</p> <ol style="list-style-type: none"> relevant tertiary qualification and certifications or progression towards relevant certifications membership or progression towards a relevant professional body 		

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RESPONSIBILITIES OF THIS POSITION

- evaluates entities information systems, business processes and technical controls
- analyses and interprets client information systems data using a variety of data analytical tools
- compiles technical and controls information against audit methodology to support audit opinions
- prepares draft working papers and contributes to management letters and audit reports
- implements audit procedures and systems to achieve efficient and effective delivery of audits
- liaises with management and client entities on information systems controls and accountability.

Undertakes other duties and special projects as required.

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ESSENTIAL CAPABILITIES

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

ESSENTIAL - Technical

- Current knowledge in information technology, systems and controls
- Demonstrated ability to identify risks in information systems, infrastructure and business processes
- Demonstrated ability to use data analysis tools
- Durrent knowledge of information and cyber security standards
- Ability to complete quality Information Systems audit activities with demanding deadlines.

ESSENTIAL - Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows sound judgement, 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 risk and proactively responds
- 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 openly

Head Office location is in Perth CBD

Work locations include metro, outer metro and intrastate client 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

Auditor General