

# 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> September 2020	<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> PSCSA Agreement
<b>Reports to</b> Senior Director - Information Systems Audit	<b>Other positions reporting to Senior Director – Information Systems Audit may include</b> Associate Director Information Systems Auditor Information Systems Auditor Principal Information Systems Auditor	
<p><b>Information Systems and Performance Audit</b></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><b>Improving Public Sector Performance</b></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><b>Role of this position</b></p> <ul style="list-style-type: none"> <li>• plans, conducts and reports on Information System audits</li> <li>• supervises all aspects of information systems audit work</li> <li>• assists in the supervision of Information System auditors and external contractors</li> <li>• assist and co-ordinate Information System or other audit specific projects.</li> </ul>		

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<b>Essential qualification/s</b> <ol style="list-style-type: none"><li>1. relevant tertiary qualification and certifications</li><li>2. full membership of an relevant professional body</li></ol>
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<b>RESPONSIBILITIES OF THIS POSITION</b>
<ul style="list-style-type: none"><li>• evaluates entity information systems, business process and technical controls</li><li>• analyses and interprets client systems and data using a variety of tools</li><li>• compiles technical and controls information against audit methodology to support audit opinions</li><li>• designs and develops analytic procedures to effectively and efficiently evaluate systems and data</li><li>• completes information system audit plans</li><li>• prepares and reviews draft working papers and management letters</li><li>• supervises IS Auditors and external contractors</li><li>• coordinates resources to achieve budget and timeline requirements</li><li>• liaise with management 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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### ESSENTIAL CAPABILITIES

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

#### ESSENTIAL - Technical

- Current knowledge and experience in information technology, systems and controls
- Demonstrated ability to identify, analyse, test and evaluate information systems, controls and business processes
- Designs and develops analytic procedures to effectively and efficiently evaluate systems and data
- Current knowledge of information technology and cyber security standards
- Ability to deliver quality Information Systems audits and activities within deadlines.

#### ESSENTIAL - Leadership

##### **Managing operations**

- Demonstrates a sense of purpose and direction
- Able to link operational activities to strategy
- Harnesses information and opportunities
- Shows sound judgment, intelligence and common sense

##### **Achieving results**

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

##### **Building productive relationships**

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values differences and diversity
- Supports and develops 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 persuasively

#### **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 ....., <p style="text-align: center;"><b>Auditor General</b></p>	Date .....
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