

# 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> Cadet		
<b>Effective Date</b> October 2020	<b>Position Number</b> Generic	<b>Level</b> Level 1
<b>Program</b>	<b>Business Unit</b> Technical and Audit Support	<b>Salaries Agreement/Award</b> PSCSA Agreement
<b>Reports to</b> AAG-TAS	<b>Positions reporting to the AAG-TAS may include</b> Director Financial Reporting Assistant Director	

### **The Office of the Auditor General – Serving the Public Interest by an Informed Parliament**

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 entity compliance with legislation, policies and accepted good practice.

#### **Technical and Audit Quality**

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**

- assist teams in project-based tasks, including audits and administration
- actively contribute to positive team outcomes
- maintain studies and grade averages.

### **ESSENTIAL QUALIFICATION/S**

- enrolled in relevant tertiary qualification
- evidence of enrolment for final year of a tertiary qualification.

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## RESPONSIBILITIES OF THIS POSITION

Placed in the Technical and Audit Support business unit administratively, Cadets undertake internal rotations throughout the Office completing appropriate project and tasks.

Undertakes all formal and informal training programmed by the Office.

Successfully completes final year of undergraduate studies.

### Administration

- researches, collates and analyses information as directed
- prepares draft documentation
- attends client interviews as appropriate
- undertakes general administrative tasks that could include information management, information technology, finance, human resources and communications
- delivers component tasks in a timely, effective way.

### As a team member

- participates in meetings and training as a contributing member of the team
- participates in developmental activities as outlined in the Cadetship Program
- actively contributes to positive team outcomes
- supports team members to resolve issues.

Undertakes other duties as required.

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## ESSENTIAL CAPABILITIES

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

### ESSENTIAL - Technical

- Strong written and verbal communication skills.
- High level computer skills in MS Office applications.
- Strong research, quantitative and qualitative data analysis skills.

### 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 is in Perth CBD.**

Work locations may include intrastate and interstate locations. Travel allowances paid for intrastate and interstate travel.

## CERTIFICATION

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

Signature: .....

**Auditor General**

Date: .....