

JOB DESCRIPTION FORM

Corporate Performance Analyst Level 5

Vision

Serving the public interest by and informed Parliament

Mission

To help improve public sector performance and accountability by reporting independently to Parliament

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.

Respect

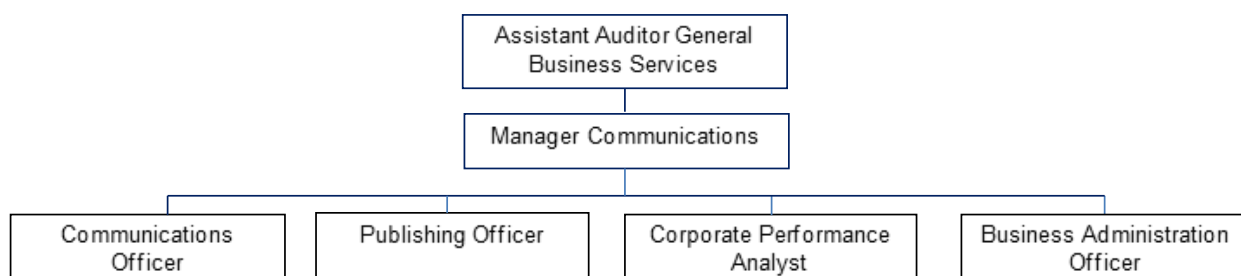
we respect and value the contribution of our people and encourage a cooperative approach to how things get done.

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.

Role of the Corporate Performance Analyst

- reports, interprets and analyses operational performance information and data
- undertakes and reports on Office related media, parliamentary and environmental scans
- coordinates and reports on stakeholder survey programs
- develops communications and stakeholder management collateral.

Reporting relationships



Position title	Position number	Level
Corporate Performance Analyst	AUD00179	Level 5
Effective date	Program	Business Unit
December 2020	Information Management	Business Services

Business Services

Provides the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit. In addition this Business Unit ensures 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.

Enhancing the relevance and timeliness of services

The challenge for Business Services is firstly to support the Auditor General and ensure his Reports and his wider role in the community best address the needs of Parliament and the public for independent information on public sector performance and accountability.

The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.

The policy work of Business Services entails the provision of strategic advice, monitoring and analysing issues and trends, and liaising with key stakeholders in the Office's operations.

Key Challenges for Business Services/Communications branch include:

- managing the differing priorities of multiple internal and external stakeholders
- supporting change as we strive for greater efficiencies and effectiveness
- delivering the level of service required to meet Office business requirements
- managing systems and processes that support the current business demands but are also flexible enough to adapt to meet the future needs of the Office.

Responsibilities of this position

Research, analysis and performance reporting

- plans and manages internal and external reporting on Office performance
- analyses and interprets performance and key performance indicator data to identify and develop key performance indicators, track performance against targets and provide performance information as required
- identifies risks and opportunities for improved performance against targets
- maintains awareness of emerging issues, trends and reporting best practice to identify and implement improved performance reporting
- coordinates the management reporting and analysis function
- undertakes operational cost allocation reporting
- coordinates and undertakes complex internal, external and cross-jurisdictional research and analysis
- undertakes and reports on environmental scans including:
 - Hansard
 - media monitoring for OAG
 - auditing profession
 - public sector related information.

Surveys

- coordinates client entity and parliamentary surveys including liaison with service providers
- prepares data for cross-jurisdictional benchmarking
- provides internal reporting on results, including:
 - analysis of operational performance
 - evaluation of results and risks
 - performance improvement opportunities.

Undertakes other duties and special projects as required.

Essential qualification/s

A relevant tertiary qualification and/or equivalent knowledge and abilities.

Essential capabilities

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

ESSENTIAL – Technical

- Experience in conducting research, data extraction and analysis for reporting purposes.
- Demonstrated ability to manage multiple priorities within tight deadlines.
- An understanding of the independent role of the Auditor General within the Western Australian public sector and Parliamentary processes.

ESSENTIAL - Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to strategy
- Harnesses information and opportunities
- Shows 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

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

Head Office location is in Perth CBD.

CERTIFICATION

This document is an accurate statement of the responsibilities and requirements of this position.

Signature

Date ...14 December 2020.....

Auditor General