

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 Performance Auditor		
Effective Date February 2021	Position Number Generic	Level Level 4
Program Performance Audit	Business Unit Performance Audit	Salaries Agreement/Award PSGOG Agreement
Reports to Director	Positions reporting to the Director may include Associate Directors Principal Performance Analysts Senior Performance Analysts Performance Analysts	
<p>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 government entity compliance with legislation, public sector policies and accepted good practice.</p> <p>Improving Public Sector Performance 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 the community receives value for its tax dollars. Performance audits are comprehensive examinations of government activities to ensure they are both efficient and effective. These audits do not question the objectives of government programs, but focus on whether stated objectives; and regulatory, financial and administrative compliance and performance standards 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 performance.</p> <p>By highlighting examples of good practice in these reports, Parliament becomes better informed in assessing government performance. To make sure performance audits are adding value to government activities, the business unit conducts follow-up reviews of selected examinations usually 2 years after the original report. Most of the recommendations are accepted and implemented by government.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> Contribute to project teams conducting performance audits of complex government programs, services and activities. 		
<p>Essential qualification/s</p> <ol style="list-style-type: none"> Tertiary qualification or equivalent relevant experience 		

OFFICE OF THE AUDITOR GENERAL JOB DESCRIPTION FORM

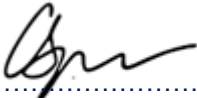
Position Title Performance Auditor	Position Number Generic	Level Level 4
Program Performance Audit	Business Unit Performance Audit	Salaries Agreement/Audit PSGOG Agreement
RESPONSIBILITIES OF THIS POSITION		
<p>Performance Auditors work in project teams contributing to independent broad scope performance audits of complex government programs, services and activities. They work under the direction of project leaders. They also assist in planning future performance auditing.</p> <p>Performance audits</p> <ul style="list-style-type: none"> • as a team member, contributing to independent performance examinations of government services and activities • collecting and analysing qualitative and quantitative information • developing findings based on sound evidence and analysis • assisting with performance examination report drafting. <p>Business unit, planning and policy</p> <ul style="list-style-type: none"> • assisting future performance examination planning • identifying topics for future performance examinations • conducting preliminary data collection and analysis under direction • providing advice to senior team members about factors impacting public sector performance issues. <p>As team members</p> <ul style="list-style-type: none"> • actively contributing to positive team outcomes • supporting team members to resolve issues. <p>Undertakes professional development, other duties and special projects as directed.</p>		

OFFICE OF THE AUDITOR GENERAL JOB DESCRIPTION FORM

Position Title Performance Auditor	Position Number Generic	Level Level 4
Program Performance Audit	Business Unit Performance Audit Division	Salaries Agreement/Award PSGOG Agreement
Essential Capabilities These reflect the specialist technical and leadership capabilities of the position.		
<p><u>ESSENTIAL – Technical</u></p> <ul style="list-style-type: none"> • Demonstrated research and analytical skills, using qualitative and quantitative information. • Experience in delivering time and budget-based outcomes in a project/small team environment. • Demonstrated understanding of auditing principles, methodologies and standards. <p><u>ESSENTIAL - Leadership</u></p> <p>Managing operations</p> <ul style="list-style-type: none"> • Demonstrates a sense of purpose and direction • Able to link operational activities to strategy • Harnesses information and opportunities • Shows judgement, intelligence and common sense <p>Achieving results</p> <ul style="list-style-type: none"> • Contributes to organisational skill and responsiveness • Identifies and utilises professional expertise • Accepts and implements change • Delivers intended results <p>Building productive relationships</p> <ul style="list-style-type: none"> • Maintains internal and external relationships • Facilitates team cooperation • Values differences and diversity • Supports and develops people operationally <p>Exemplifying personal integrity and self-awareness</p> <ul style="list-style-type: none"> • 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 <p>Communicating and influencing effectively</p> <ul style="list-style-type: none"> • Communicates clearly • Listens, understands and adapts to audience • Negotiates persuasively 		
<p>Head Office location is in Perth CBD. Work locations include metro, outer metro and intrastate client locations. Travel allowances paid for intrastate travel.</p>		

CERTIFICATION

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

Signature:	 Auditor General	Date: 18 February 2021
------------	---	------------------------