

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 Senior Performance Auditor		
Effective Date May 2019	Position Number Generic	Level Level 5
Program Performance Audit	Business Unit Performance Audit	Salaries Agreement/Award PSGO(CSA)GA
Reports to Director Performance Audit, Associate Directors	Other positions reporting to the Performance Audit Director may include Associate Directors Principal Performance Auditors Senior Performance Auditors	
<p>Performance Audit Performance audits provide Parliament with information and analyses 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, 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.</p> <p>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 is 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 OAG recommendations are accepted and implemented by government.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> participate in project teams to conduct performance audits of complex government programs, services and activities. 		
<p>Essential qualification/s</p> <ol style="list-style-type: none"> Relevant tertiary qualification and/or relevant experience. 		

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RESPONSIBILITIES OF THIS POSITION

Senior Performance Auditors work in project teams contributing to independent performance audits of complex government programs, services and activities. They work primarily under the direction of project leaders. They also assist in planning future performance auditing.

Performance audits

- research, collect and document information
- identify and raise audit risks
- research and analyse complex multi-format qualitative and quantitative information
- using analytical tools to present analysis and findings to internal stakeholders
- develop and document findings based on sound evidence and analysis
- assist with performance audit report drafting.

Stakeholder liaison

- liaise with relevant stakeholders internally and externally
- attends, presents meetings internally and externally and conduct interviews to gain information
- negotiate information access and provision
- attend Parliamentary report tabling as required.

Business unit management, planning and policy

- identify topics for future performance audits
- develop preliminary topic proposals
- advise senior team members about factors impacting public sector performance issues.

As team members


- actively contribute to positive team outcomes
- support team members to resolve issues, undertake professional development, other duties and special projects as directed.

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Essential Capabilities These reflect the specialist technical and leadership capabilities of the position.		
<p><u>ESSENTIAL - Technical</u></p> <p>Performance Audit</p> <ul style="list-style-type: none"> • Well-developed research and analytical skills, using qualitative and quantitative information • Experience in drafting documents/reports and interview skills. • Experience in delivering tasks within a small team environment to meet project timelines and budget. • Understanding of auditing principles, methodologies, risks 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 team and Business Unit objectives. • Demonstrates ability to collect and document information. • Shows sound judgement, intelligence and common sense. <p>Achieving results</p> <ul style="list-style-type: none"> • 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. • Demonstrates team cooperation. • Values differences and diversity. • Supports 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 and respectfully</p> <ul style="list-style-type: none"> • Communicates clearly. • Listens, understands and adapts to audience. • Negotiates persuasively. 		
<p>Head Office is in Perth CBD. Work locations include metro, outer metro, 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:  <p style="text-align: center;">Auditor General</p>	Date: 29 May 2019
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