

## **JOB DESCRIPTION FORM**

### **Assistant Director Data Analytics**

### **Level 7**

#### **Our vision**

Supporting accountability and continuous improvement in the public sector through an informed Parliament and community.

#### **Our mission**

Through quality audits and reporting provide independent opinion on State and local government performance and accountability.

#### **Our 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, being agile to improve our efficiency and effectiveness.

##### **Service**

We perform our duty to the Parliament and community, valuing the contribution of our people and stakeholders, and encouraging a collaborative and open approach to our work.

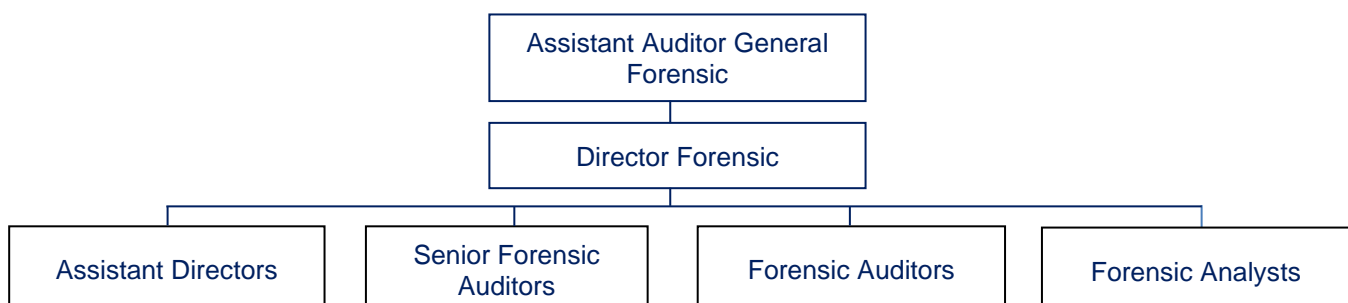
Our Office is committed to the highest standards of corporate governance - managing our resources, managing our people and managing our relationships as befits a leader in public sector audit.

#### **Role of the Assistant Director Data Analytics**

- oversees the development and maintenance of data analytics systems and applications through the provision of advice and related activities
- contributes to OAG audits and the detecting of instances of suspected excessive waste, fraud or misconduct occurring in public sector entities.

Forensic Data Analysts support the work of Forensic Audit, apply technical specialist knowledge to facilitate fraud detection data analytic procedures.

#### **Reporting relationships**



<b>Position title</b>	<b>Position number</b>	<b>Level</b>
Assistant Director Data Analytics	AUD01194	Level 7
<b>Effective date</b>	<b>Program</b>	<b>Business Unit</b>
23 March 2021	Forensic Audit	Forensic Audit

## Forensic Audit

Forensic audits provide Parliament and the community with more detailed information and analysis of targeted aspects of public sector financial management and probity, including fraud risk management, identifying issues and recommending areas requiring improvement when necessary. Forensic audits will use data matching and analytics and undertake detailed examinations that provide Parliament with information about government entity financial practice, probity and fraud resilience in compliance with legislation, public sector policies and accepted good practice.

Findings of forensic audits may be referred to other integrity or investigative agencies including the Corruption and Crime Commission, Public Sector Commission and/or the Western Australian Police Force for further investigation.

## 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 has confidence in entities' use of its tax dollars. Forensic audits are comprehensive targeted examinations of government financial activities to ensure they are robust, fit for purpose and free from undue influence.

These audits do not question the objectives of government expenditure, but focus on whether public sector financial, administrative and probity requirements 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. By highlighting examples of good practice in these reports, Parliament becomes better informed in its scrutiny of executive government and legislative deliberations.

## Strategic liaison

Forensic Audit will undertake strategic liaison between, and as necessary work with, other OAG branches and central oversight agencies; and law enforcement authorities to strengthen the systems and frameworks supporting operational governance; and assist in effective and efficient prevention, detection and response to integrity matters. The Forensic Audit team works closely with OAG auditors and the IT branch to safeguard data handling and storage.

## Responsibilities of this position

### Forensic audit data analytic procedures

- design, develop and implement the design and development of analytics tests, reports and dashboards
- assesses and advises the accuracy of new data sources and provide advice on its effective use
- review and assess the extraction and modelling of data using mathematical/statistical techniques to drive optimisation, designing and interpreting trends, risk profiles and sampling methodologies
- manages multiple testing programs QA processes and peer reviews to ensure that the results produced are correct and acceptable to OAG requirements
- assist in designing best practice policy for supporting findings and drafts internal and external reports
- assist in designing and reviewing best practice documentation that accurately and adequately describes the function of the systems and conforms to standards
- design, develop and manage ad hoc evaluations and analyses of data and information
- evaluate statistical modelling and data analysis that supports project requirements
- develops and manages the implementation of predictive models and solutions.

## **External and internal stakeholder collaboration**

- maintains effective and collaborative working relationships with internal and external stakeholders.

## **Business unit management, planning and policy**

- assist with audit planning
- provides advice to senior team members about factors affecting forensic audits
- looks for opportunities to improve business processes, adopt new technology and support change initiatives.

## **As team members**

- actively contributes to positive team outcomes
- supports team members to resolve issues
- assists in research projects, reviews or analyses to identify emerging threats and opportunities for prioritising audit activity and public sector accountability.

Undertakes other duties and special projects as required.

## **Essential qualification(s)**

- possession of, or progress towards a statistics, mathematics, data science, actuarial science, computer science or other relevant qualification.
- high level security clearance or ability to obtain.

## **Essential capabilities**

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

### **ESSENTIAL – Technical**

- Demonstrated analytical ability in the field of statistical modelling.
- Experience using SQL database environment for data extraction, manipulation and reporting.
- Demonstrated knowledge of or experience developing business intelligence solutions.
- Knowledge of relational databases.
- Demonstrated ability to manage multiple priorities within tight timeframes.
- Ability to interpret forensic objectives into data analytic solutions and effectively communicate results (verbal and written reporting).

### **DESIRABLE – Technical**

- Demonstrated analytical ability in the field of statistical modelling.
- Experience using business intelligence and data visualisation software.
- Experience using data mining programs/platforms.
- Experience in using and managing multiple teams using data analytic programs/languages (Python, R, etc).

### **ESSENTIAL – Leadership**

#### **Shaping and managing strategy**

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows sound judgement, intelligence and common sense

#### **Achieving results**

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty

- Delivers intended results

**Building productive relationships**

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

**Exemplifying personal integrity and self-awareness**

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

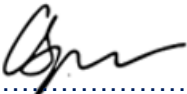
**Communicating and influencing effectively and respectfully**

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

**Head Office location is in Perth CBD.**

**CERTIFICATION**

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

Signature:  .....

Date: ...31 March 2021.....

**Auditor General**