



## JOB DESCRIPTION FORM

### Principal Data Analyst Level 6

#### 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.

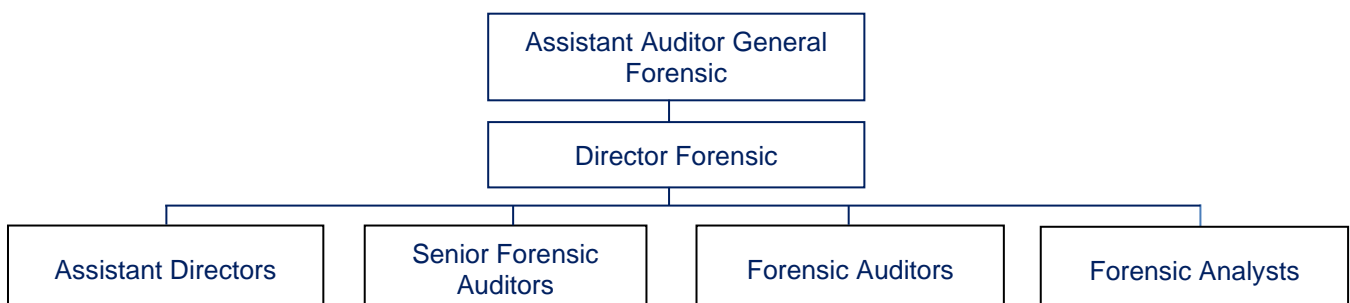
Our Office is committed to the highest standards of corporate governance - managing our resources, managing our people and managing our relationships as befits a leader in public sector audit.

#### Role of the Principal Data Analyst

- leads the Forensic Audit unit's development and maintenance of data analytics platforms through the provision of advice, oversight and related activities.
- contributes to OAG audits and the detecting of instances of suspected excessive waste, fraud or misconduct occurring in public sector entities.

Principal 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>
Principal Data Analyst	AUD01196	Level 6
<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 the Western Australian Police Force for case 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

- designs and develops analytics tests, reports and dashboards that interpret and facilitate forensic audit objectives
- assesses and advises on the accuracy and effectiveness of data sources
- extracts, analyses and models operational data using mathematical/statistical techniques to drive optimisation, providing advice on benchmarking, trends, risk profiling and sampling methodologies
- undertakes system testing, quality assurance and peer review to ensure correct, accurate results that meet OAG requirements
- maintains working papers and drafts material for internal and external reports
- ensures supporting systems documentation accurately and adequately describes the function of the systems and conforms to standards
- conducts ad hoc evaluation and analysis of data and information
- conducts statistical modelling and data analysis that supports project requirements
- develops predictive models and solutions.

## **External and internal stakeholder collaboration**

- establishes, builds and maintains effective and collaborative working relationships with internal and external stakeholders
- creates opportunities to represent Forensic Audit at internal and external events and committees.

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

- identifies opportunities to apply data analytic procedures for preliminary topic proposal development and future 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
- mentors and takes opportunities to develop team members
- assists in research projects, reviews or analyses to identify emerging threats and opportunities for prioritising audit activity and public sector accountability
- develops findings that are soundly based, balanced and satisfy evidential requirements.

Undertakes other duties and special projects as required.

## **Essential qualification(s)**

- possession of, or progress towards a statistics, mathematics, data science, actuarial 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
- demonstrated knowledge of or experience developing business intelligence solutions
- knowledge of relational databases
- demonstrated ability to manage multiple priorities within tight timeframes
- the ability to interpret forensic objectives into data analytic solutions and effectively communicate results (verbal and written reporting)
- experience using SQL for data extraction, manipulation and reporting; and data analytic software.

### **DESIRABLE – Technical**

- experience using business intelligence and data visualisation software
- experience using data mining programs/platforms.

### **ESSENTIAL – Leadership**

#### **Shaping and managing operations**

- Demonstrates a sense of purpose
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows sound judgement, 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**

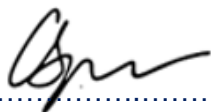
- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates openly

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

**CERTIFICATION**

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

Signature: .....



**Auditor General**

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