JOB DESCRIPTION FORM

Information Systems Auditor
Level 4

Our vision

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

Our mission

Serve the public interest through independent auditing and reporting on State and local government finances and performance.

Our values

Integrity	Quality	Service
We conduct our business in an independent, professional and ethical manner. We apply an open, honest and fair approach to our stakeholders.	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.	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.

Information Systems and Performance Audit

Information system audits and performance audits provide Parliament with information, analysis and assurance about public sector programs and operational performance and recommend opportunities for improvement when appropriate.

Reporting relationships
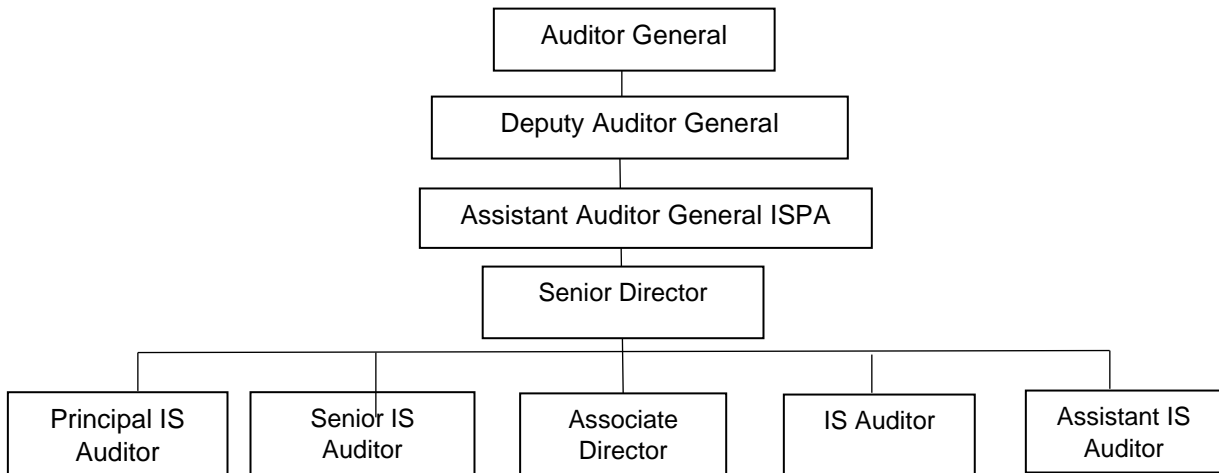
Role of Information Systems Auditor

- plans, conducts and reports on information system audits
- provides routine technical information systems audit advice and support to internal and external stakeholders
- assists and coordinates information system or other audit specific projects.

Responsibilities of this position

IS auditing

- evaluates entities' information systems, business processes and technical controls
- analyses and interprets entity information systems and data using a variety of data analytical tools
- compiles technical and controls information on information systems to support audit opinions
- prepares draft audit reports, management letters and working papers
- coordinates resources to achieve budget and timeline requirements.

Stakeholder liaison

- liaises with management of the Office and client entities on information systems controls and accountability.

Undertakes projects and other duties as required.

Essential qualifications
• a relevant tertiary qualification • membership of, or progress towards membership of an appropriate professional body.

Head Office location is in CBD Perth.

Work locations include metro, outer metro, regional entity locations and interstate. Travel allowances paid for intrastate and interstate travel.

Essential capabilities – Technical

- Sound knowledge in current information technology, systems and controls.
- Demonstrated ability to identify risks in information systems, infrastructure and business processes.
- Current knowledge of information and cyber security standards.
- Ability to use data analysis tools.

Essential capabilities – Leadership

Manages operations

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

Achieves results

- Contributes to organisational skill and responsiveness
- Utilises professional expertise
- Accepts and implements change
- Delivers intended results

Builds productive relationships

- Maintains internal and external relationships
- Facilitates team cooperation
- Values differences and diversity
- Supports and develops people operationally

Exemplifies 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

Communicates and influences effectively and respectfully

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

CERTIFICATION

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

Signature: …………………….…… Date: …14 October 2021………

Auditor General