Job Description Form – Senior ICT Audit and Compliance Officer

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 16483 | **Classification:** | Level 6 |
| **Division:** | Corporate Services | **Branch/section:** | Digital and Technology Services |
| **Reports to:** | 16321 – Manager Governance and Commercial Management | **Direct reports:** | 1 |

About the Department

|  |  |  |
| --- | --- | --- |
| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Corporate Services team includes human resources, procurement, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

Position purpose

Responsible for leading and managing all aspects of ICT audit functions including management and coordination of internal and external audits and audit remediation work program. Establishes and maintains a positive audit and compliance culture within the Digital and Technology Services (DaTS) branch. Leads the design of Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) and works in partnership to drive achievement.

Responsibilities

1. Designs, manages and supports delivery of internal ICT audit and compliance activities, and fosters a positive audit and compliance culture.
2. Establishes and maintains productive professional working relationships with key stakeholders and client groups, including relevant industry ICT audit and compliance bodies, departmental staff and other government agencies.
3. Manages and coordinates internal and external audits and requests for information, including formulation of responses to documents such as the OAG audit management letter.
4. Manages and reports on ICT audit remediation program of work.
5. Provides pragmatic consultancy and advisory services to ICT leadership and other stakeholders regarding audit and compliance matters.
6. Facilitates and leads in the design and review of ICT Service Level Agreements (SLAs) and Key Performance Indicators (KPIs), and analyses performance, including identifying causes for non-compliance.
7. Supports the identification and implementation of service improvement initiatives to drive improved performance against SLAs and KPIs.
8. Prepares and presents comprehensive reports, memos, presentations, briefing notes and other documents incorporating research and feedback related to ICT audit and compliance matters.
9. Represents DaTS in audit, compliance or governance committee meetings.
10. Oversees audit and compliance support during ICT disaster recovery, business continuity and incident management efforts.
11. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Demonstrated experience in all aspects of managing internal and external ICT audits, including auditor relationship management, evidence gathering, audit finding response and remediation.
2. Proven expertise in designing and managing ICT Service Level Agreements (SLAs) and Key Performance Indicators (KPIs).
3. Demonstrated ability to strategically design, plan and execute audit and compliance programs, anticipate focus or risk areas and implement improvement initiatives that uplift compliance posture.
4. Demonstrated capability to achieve deadlines, self-manage workload, and lead people with attention to detail and quality.
5. Demonstrated high level written and verbal communication skills, with the ability to prepare tailored reports and build productive relationships with diverse stakeholders at all levels.

Desirable

1. Tertiary qualification in ICT-related discipline or certification in recognised industry framework (eg ITIL).
2. Relevant audit, compliance or risk management tertiary qualification.

Special conditions

Nil

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

|  |  |
| --- | --- |
| Registration date | 22 October 2024 |