



# JOB DESCRIPTION FORM

## Director Forensic Auditor Level 8

### 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.

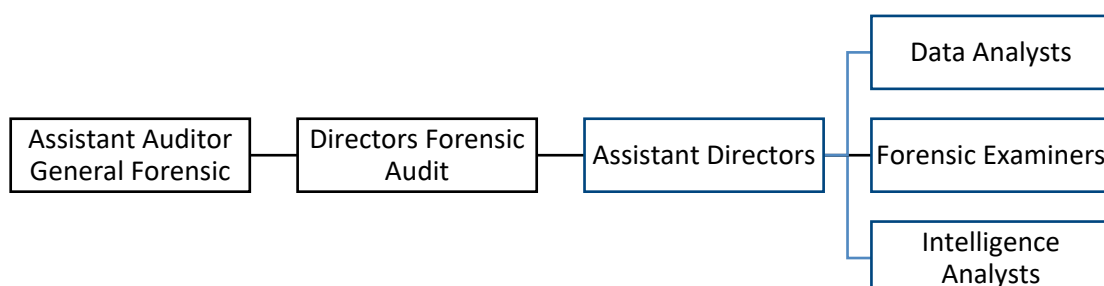
### Forensic Audit

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 vulnerabilities to fraud and recommending improvement when necessary. Forensic audits, with the support of data matching and analytics, involve detailed examinations of 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.

Forensic Audit undertakes strategic liaison between, and as necessary works with, other OAG units and central oversight agencies; and law enforcement authorities to strengthen the systems and frameworks supporting operational governance; and assist in uplifting the WA public sector's 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.

### Reporting relationships



## **Role of position**

- Assists in leading and directing the Forensic Audit function.
- Leads the targeting and conduct of forensic audits to identify vulnerabilities to, and potential indicators of, fraud or corruption in the public sector
- Assists in the delivery of the unit's agreed objectives and work program and demonstration of better practice.

## **Responsibilities of this position**

### **Leads Forensic Audit teams**

- independently leads teams comprised of intelligence analysts, data analytics or forensic examiners to undertake forensic audits and preliminary investigative activities identifying vulnerabilities to, and potential instances of, fraud or corruption in the public sector
- identifies emerging threats and opportunities for prioritising audit activity and public sector accountability, directs the development of intelligence to inform target selection and audit proposal development, enabling an ongoing pipeline of work.
- provides advice and direction on the collection and analysis of evidence to establish patterns of suspected fraud or corruption including structured and unstructured data.
- oversees the development of findings and recommendations that are soundly based, balanced and satisfy evidential requirements.
- leads the preparation and review of audit reports for tabling in Parliament.

### **External and internal stakeholder collaboration**

- establishes, builds and maintains effective and collaborative working relationships with internal and external stakeholders including integrity / law enforcement entities
- assists, procures and works with private sector service providers to enhance capacity and deliver efficient quality outcomes

### **Advice and stakeholder engagement**

- provides authoritative, high level support and advice to senior internal and external stakeholders
- develops and maintains strategic and operational relationships that support investigation outcomes
- develops and maintains inter-jurisdictional relationships and supports the Auditor General's role
- presents at Parliamentary report tabling and provides briefings to government ministers.
- communicates audit findings or referrals to internal and external stakeholders
- represents the Auditor General on committees, forums or working groups as required.

### **Management**

- fosters a collaborative and innovative team environment imparting knowledge and building capacity.
- manages and prioritises work effectively and efficiently to achieve team and individual results
- tracks emerging trends for potential sector-wide impact, risk assessment and investigation

Other duties as required or directed

Essential requirements	Highly desirable requirements
<ul style="list-style-type: none"> <li>relevant tertiary qualification</li> <li>ability to obtain a high-level security clearance</li> </ul>	<ul style="list-style-type: none"> <li>membership of a professional accounting/fraud examiner body</li> <li>fraud/financial investigation and/or intelligence certifications</li> </ul>

### Essential capabilities – Technical

- demonstrated high level financial investigation or audit skills
- experience managing complex projects, collecting evidence to enable determinations of fact, ideally in a financial crime setting
- demonstrated high-level report writing skills
- considerable experience leading small teams, managing resources, and delivering quality outcomes with demanding deadlines.

### Essential capabilities – Leadership

In accordance with WA Public Sector Commission Leadership Expectations profile for [Multiple Area Leader](#)

**Lead collectively** - You understand how the work of your business areas and agency influences the sector, recognising your role in creating and supporting value for the future of Western Australians.

**Think through complexity** - You navigate complexity to develop short and medium term operational strategies.

**Dynamically sense the environment** - You understand the patterns, trends and connections between situations and the impact of the issues.

**Deliver on high leverage areas** - You identify strategic priorities for the business areas you lead.

**Build capability** - You implement people and knowledge development systems and practices in your business areas. You empower individuals to lead their own development journey with the support of their leaders.

**Embody the spirit of public service** - You demonstrate a genuine passion for your areas, acknowledging and valuing the other parts of the agency of which you have no specialist knowledge.

**Lead adaptively** - You actively modify your style to engage and influence others to deliver results.

## CERTIFICATION

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