

# Position Description



**Position Title:** Head of Internal Audit

**Position Number:** HIOA01

**Purpose of Position** The role heads up a team that provides a range of internal audit services to five member councils in accordance with internal audit charters in each Council. The five member Councils are Hunter’s Hill, Ku-ring-gai, Lane Cove, Mosman and North Sydney. The time spent at each Council is established by agreement between the five Councils, and the requirements of the Audit Plan.

**Grade of Position:** **Band 8**

Accountable for the effective management of major sections or projects within the area of expertise. As a specialist, advice is provided to executive level on major areas of policy or on key issues of significance to the organisation.

35 hours per week

**Hours of Work:** The role will involve working out of the offices of other member councils on occasion and attendance at meetings out of hours.

**Department:** Corporate

**Section:** People & Culture

**Position Reports to:** Manager People & Culture

**Number Supervised:** 2.5

**Approved by:** Director Corporate

## CONTACTS

### Key Contacts Within Department

- Manager People & Culture
- Team Leader - Corporate Risk & Assurance

### Key Contacts in Other Departments

- General Manager
- Directors
- Managers
- Audit Committee members

### Key Contacts Outside Council

- Mayor & Councillors
- Councils’ External Auditors
- Relevant Government departments
- Other Councils General Managers, Directors and staff

**Budget Allocation:** TBA

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name: .....

Signature: .....

Date: .....



## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
    - Maintain a high standard of housekeeping and a safe work area
    - Identify and report all Hazards for your area
    - Wear required Personal Protective Equipment (PPE)
    - Participate in the development and review of Risk Assessments
    - Adhere to control measures and safe systems of work
    - Report all Incidents and Near Misses
    - Meet reporting timeframes
    - Comply with the Return to Work Program
  
  - **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
    - Act to prevent workplace harassment, discrimination and bullying
    - Report known incidents of workplace harassment, discrimination and bullying
  
  - **Comply with Council's Code of Conduct and Values**
    - Comply with Council's Statement of Business Ethics
    - Behave ethically and transparently
    - Contribute towards the achievement of Council's strategic plans
    - Lead by example
    - Support sustainable programs and activities
    - Learn and comply with Council's strategies, policies and procedures
    - Act with care for the local environment and community
    - Take responsibility for your actions
    - Care for Council's people, assets and finances
    - Use and maintain Council's corporate systems
  
  - **Comply with Document Storage Legislation and Procedures**
    - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
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- **Perform as a Team Member**
    - Productively contribute to the outcomes of work teams
    - Work cooperatively with team members and supervisor
    - Maintain an attendance record that contributes positively to team productivity
    - Carry out allocated tasks to standards required
    - Use good judgement and problem solving skills
    - Obey all lawful instructions
    - Attend and positively contribute to team meetings
    - Work cooperatively to achieve Work Plan timeframes and measures
    - Regularly review with supervisor own performance against required outcomes
    - Complete an annual performance assessment and Work Plan
  
  - **Complete required learning and development programs**
    - Learn and share knowledge
    - Complete induction/re-induction program
    - Complete job-specific training programs
    - Complete relevant legislative-based training
    - Apply learning, knowledge and skills to enhance team performance
  
  - **Comply with Council's Customer Service Policy and Standards**
    - Be accessible and provide customers with clear and accurate information
    - Deliver timely, punctual and reliable service to customers
    - Communicate with customers in a professional and courteous manner
    - Maintain a good flow of communication with customers
    - Manage customer enquiries, records and complaints
    - Complete all paperwork and on-line recording within required time limits
    - Maintain a high standard of personal grooming and hygiene
  
  - **Maintain Workplace Security**
    - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash



## ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### 1. Required Qualifications/Certificates

- Tertiary qualification in accounting, business, or information technology and professional certification as an internal auditor (CIA or CISA) or accountant (CA/CPA).
- Current Driver's Licence.

### 2. Required Experience

- Relevant experience, including the ability to plan and implement a practical research activity such as an internal audit, internal review, or investigation in a complex organisation.
- Relevant experience in leading and managing teams and programs across multiple client agencies.
- Demonstrated experience in report writing with the ability to prepare effective written reports for consideration by each Council's senior management, Audit Committee and Council.

### 3. Required Skills

- Ability to understand the commercial impacts of audit findings and make pragmatic and commercial recommendations supported by fact and evidence.
- Knowledge of risk management, internal control, investigation and internal audit best practice methodologies.
- Highly developed analytical abilities with highly developed skills in data analysis and the ability to develop innovative solutions, communicate results and influence effective improvements to processes and control.
- Excellent interpersonal skills including effective consultation, negotiation and conflict management abilities. Ability to build effective business relationships to maximise results.
- Demonstrated superior written and verbal communication in the areas of report writing, presenting, facilitation and negotiation with internal and external customers;
- Proven organisational and time management skills;
- Demonstrated financial and project management skills
- Demonstrated ability to operate as a member of a team which has diverse and demanding responsibilities;
- Ability to work autonomously and with minimal direction or guidance;
- Highly competent and proficient with technology solutions for audit, analysis and review.

- Demonstrated knowledge and experience in the use of word processing packages, database, spreadsheet and e-mail applications;
- Knowledge of and commitment to Work Health & Safety and Equal Employment Opportunity Principles;

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

### Position Objectives:

- Optimise Councils' organisational and strategic performance, their compliance with statutory and other requirements and the level of service provision to the respective communities.
- Carry out independent internal audits and appraisals of the effectiveness of the policies, procedures and standards by which the member Councils' financial, physical and information resources are created, shared and managed.
- Assist each member Council to effectively discharge their responsibilities and add value by acting as a facilitator in business risk management and performance reviews.
- To participate in each member Council's 'Process Improvement Programme' and advise and mentor staff where appropriate.

### Duties & Responsibilities:

- To work with the Audit and Risk Committees, Councillors and management to provide assurance that a system is in place which ensures that all major risks to the organisation are identified and analysed, on an annual basis.
- To plan, organise and conduct the internal audit function for member Councils that meets Standards and includes the preparation of an audit plan which fulfils the responsibility of the organisation including scheduling, assignment of work and an estimation of required resources. It will also include the engagement of external experts (or support) to achieve desired outcomes, as required, and the supervision of staff and contractors.
- To report to each Council's Audit and Risk Committee and management on the policies, programmes and activities of the relative organisation.
- To coordinate coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
- To conduct any reviews or tasks requested by the Audit Committee or General Manager, provided that such reviews and tasks do not compromise the independence or objectivity of the internal audit function.
- To provide both management and the Audit Committee with an opinion on the internal controls in Council.

### Key Performance Indicators:

- Completion of an Individual Audit Work Plan for each Council.
- Successful completion of annual programmed works within budget.
- Timely delivery of reports and business papers to the relevant Audit Committees.
- Timely, friendly, professional services to all customers.
- Provision of an internal audit function that meets the requirements of the International Standards for the Professional Practice of Internal Auditing.