



Job Description Form

013082 Principal Internal Auditor

POSITION DETAILS

Classification Level: Level 7
Award/Agreement: PSA 1992/ PSGOGA 2014
Position Status: Permanent, full time
Organisation Unit: Office of Reform
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 012988 Director Performance, Assurance and Risk - Class 1
THIS POSITION: **013082 - Principal Internal Auditor**
Direct Reports: Nil

OVERVIEW OF THE POSITION

The Principal Internal Auditor provides strategic leadership and advice on contemporary audit and risk management strategies that will contribute to the improved governance and organisational performance outcomes for the Department. This position will ensure that the annual audit plan is aligned with the organisations strategic direction. This position provides an independent source of review function for the Department. This role will be responsible for organisational financial performance reporting, recommending where improvements can be made through financial controls, compliance, information systems and performance audits.

The Performance Assurance and Risk directorate is accountable for providing assurance that a systematic approach to risk management is applied, operational procedures are being followed and areas for improvement in operations are identified. In order to successfully deliver its accountabilities, the Performance Assurance and Risk directorate is segregated in three branches: Internal Audit, Assurance and Risk Management. Cross functional integration and customer focus are essential for the directorate to continuously improve its services, proactively identify and meet stakeholder requirements.

JOB DESCRIPTION

As part of the strategic policy team, the incumbent will be expected to:

- Maintain focus and alignment on the Department's goals concerning safety security and rehabilitation;
- Always consider the unique risks associated with the Department's activities when undertaking all duties;
- Communicate effectively, model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives;
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees, Boards and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Leads, manages and directs the effective and efficient delivery of internal audit services to ensure that the services provided act as an impetus to improved corporate performance;
- Leads the development of comprehensive risk based internal audit plans for the Department and prepares, implements and maintains audit programs, ensures audits are of sufficient quality and evidence-based, determines priorities to ensure effective coverage of the operations and activities of the Department, including newly identified areas of risk;
- Develops, administers and manages contracts for the procured audit services in conjunction with the Contracted Services Branch, and reports on service against contract;
- Reports findings and provides high level advice to the Commissioner and Performance Risk and Assurance Audit Committee and delivers regular progress reports regarding agreed action taken by management to remediate issues that have been identified;
- Undertakes confidential fraud and management investigations and special projects as directed by the Commissioner and Performance, Assurance, Risk and Audit Committee;

- Develops, implements and maintains appropriate audit methodologies, standards, policies, practises and procedures and provides specialist advice as required;
- Builds and maintains effective and collaborative working relationships with the Department's Executive, branches, staff and other internal stakeholders including the Performance, Assurance, Risk and Audit Committee;
- Maintains a close and effective working relationship with the Office of the Auditor General and other professional organisations to maintain effective lines of communication;
- Prioritises and allocates the Internal Audit branch's financial resources in accordance with the business plan; and
- Other duties as required.

JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience:

Shapes and Manages Strategy

The ability to understand and communicate the organisations objectives and the links between the business unit, organisation and the whole of government agenda, translate strategy into operational goals, engage others in the strategic direction of the work area, gather and investigate information from a variety of sources, undertake objective, critical analysis and distil the core issues, probe information and identify any critical issues, maintain an awareness of the organisation, look for recent developments that may impact on the business area, anticipate and seek to minimise risk.

Achieve Results

The capacity to evaluate the ongoing audit program performance, identify critical success factors, instigate continuous improvement activities, respond flexibly to changing demands, value specialist expertise, consult externally as appropriate, manage contracts judiciously, establish clear plans and timeframes for the audit plan implementation and specific activities, monitor progress and identify risks that may impact on outcomes, respond in a positive and flexible manner to change and uncertainty, adjust plans as required, commit to achieving quality outcomes and ensure documented procedures are maintained.

Builds Productive Relationships

The ability to build and sustain relationships with a network of key people internally and externally, anticipate and be responsive to internal and external client needs, encourage input from key stakeholders, share information and ensure that others are kept informed of issues, harness the understanding of differences to anticipate reactions and enhance interactions, deliver constructive feedback that gains acceptance and achieves resolution.

Exemplifies Personal Integrity and Self Awareness

A demonstrated high level of self-awareness and resilience when faced with challenges, openness to feedback, commitment to professionalism, probity and personal development, ability to provide impartial and forthright advice, challenge issues constructively, stand by your position and support

others when required, persist and focus on achieving objectives even in difficult circumstances, seek guidance and advice when required.

Communicates and Influences Effectively

The capacity to confidently present messages in a clear, concise and articulate manner, translate information for others, focusing on key points and using appropriate, unambiguous language, select the most appropriate medium for conveying information, structure written and oral communication to ensure clarity, tailor the communication style and message according to the audience, anticipate reactions and be prepared to respond, approach negotiations with a strong grasp of the key issues, understand the desired objectives and associated strength and weaknesses, anticipate the position of the other party and negotiate persuasively when required.

Role Specific Criteria

- Demonstrated, substantial experience in the strategic and operational aspects of a professional internal audit function including leading and managing independent audit and consultancy functions.
- Knowledge of modern internal audit concepts, techniques and the standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.
- Membership of/ or eligibility for accreditation by, the Institute of Internal Auditors.

SPECIAL REQUIREMENTS/EQUIPMENT

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____

Date: _____

HR CERTIFICATION DATE: _____