

Consultant, Audit and Assurance

Risk and Assurance

Position number	00046921
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Manager, Audit and Assurance (Level 8)
Direct reports	Nil

Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Risk and Assurance Directorate, the Legal and Legislative Services Directorate, the Parent Liaison Office, and the Personnel Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfils statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management, as well as child protection strategies, working with children compliance monitoring, criminal history screening and legal and legislative advice.

The Risk and Assurance Directorate delivers an independent and objective assurance and strategic advisory service to:

- provide assurance to the Director General and the Audit and Risk Committee that the Department's financial and operational controls are operating in an efficient, effective, economical, and ethical manner;
- assist management in improving the Department's business performance;
- provide a risk management governance function with its focus on assisting staff to manage risks effectively; and
- ensure the development, coordination and review of the Department's operational policies and delegations are aligned with the Department's strategic direction and governance function.

This position is expected to maintain, promote, and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care, and learning.

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Key responsibilities

- Provide administrative and finance administration support to the Manager, Audit and Assurance, including the coordination and preparation of briefings, reports and correspondence, scheduling meetings, creating, and maintaining financial models and quality assuring reports and other documentation.
- Work with the Manager, Audit and Assurance, Principal Consultants, Audit and Risk Committee (ARC) members and other relevant stakeholders in the preparation, collation and dissemination of meeting agendas, papers and minutes for the ARC and other committees as required.
- Assist in the procurement and ongoing management of internal audit contractors, including the preparation of Request for Quote/Tender documentation and arranging and supporting meetings between external auditors and internal stakeholders.
- Support the Manager, Audit and Assurance in the development, implementation and management of audit policies, frameworks, methodologies, standards and related quality assurance and control procedures.
- Support the Manager, Audit and Assurance and Principal Consultants by regularly monitoring, evaluating, and reporting on key audit program metrics against agreed targets.
- Undertake preliminary research, data collation and analysis in consultation with the Manager, Audit and Assurance and Principal Consultants to support audit and assurance activities.
- Assist the Manager, Audit and Assurance in the management and reporting of operational and project-related budgets.
- In consultation with the team, ensure records are created, stored, and maintained, in line with relevant departmental policies and procedures.
- Collaborate and liaise with other business areas regarding the acquisition and provision of relevant data and information.
- Participate in the planning, development and implementation of quality improvement activities including evaluating systems and processes to meet stakeholders' needs.

Selection criteria

1. Extensive relevant experience in a team based administrative environment, including the development and maintenance of office systems and procedures.
2. Highly developed organisational skills, including the ability to prioritise tasks, meet deadlines and complete work with minimal supervision.
3. High level written communication skills and experience in preparing reports, briefing notes and correspondence.
4. Understanding of effective procurement and contract management and stakeholder engagement.
5. Well-developed research, conceptual and analysis skills, including the ability to identify, generate and deliver innovative solutions to complex problems and issues.
6. Excellent interpersonal skills including the ability to develop and maintain positive working relationships with internal and external stakeholders.
7. Well-developed computer skills, including a working knowledge of databases, spreadsheets, and word processing, with the ability to adapt quickly to new digital tools.
8. Experience in the collation and analysis of various data sources using analytical tools.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 20 January 2025
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