



Job Description Form (JDF)

Position details

Position title:	Director Internal Audit
Position number:	70180025
Classification:	Level 8
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Office of the Director General
Directorate:	Internal Audit

Reporting relationships

Reports to:	Director General This position
Direct reports:	3

Role summary

Provides strategic leadership, independent and objective assurance and high level advice regarding critical matters affecting the integrity and performance of the Department, thereby contributing to overall improved outcomes. Leads and manages the activities of the Internal Audit team.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Assurance and Advisory

- Leads the development of an integrated risk-based assurance strategy which reflects the department's risk profile.
- Ensures the objectives, independence, and accountability, reporting arrangements and role of the department's internal audit function are clearly defined in an internal audit charter.
- Leads the development of the internal audit program, in consultation with Executive, senior leadership, and the Audit and Risk Committee.

- Identifies continuous improvement opportunities through planning and completing reviews of business processes including systems and practices, with the focus on improving internal financial and operational controls.
- Provides advisory and consultancy services to Executive and senior management across a broad range of areas to improve the department's governance, risk management and internal controls.
- Monitors the implementation status of audit recommendations.
- Undertakes special investigations as requested by the Director General or Executive.
- Reports to the Director General and Audit and Risk Committee in accordance with the approved Internal Audit Charter and acts as Executive Officer to the Audit and Risk Committee.
- Identifies and develops strategic relationships with external agencies and key stakeholders to ensure good practice is being adopted.
- Works collaboratively across all areas of the department whilst maintaining appropriate independence and objectivity.
- Ensures compliance with government, departmental and public sector policy and processes.
- Represents the Department on relevant internal and external working parties and committees.

Performance and Evaluation

- Within the audit context, provides strategic direction, leadership and advice in contemporary governance and organisational performance management strategies for the department.
- Provides strategic advice and input into a corporate evaluation framework.
- Evaluates the dissemination and effectiveness of evaluations and training strategies.
- Undertakes specific corporate and project evaluations as required.

Management

- Develops, maintains and reviews the Internal Audit Charter, work processes and practices and conducts ongoing research into modern auditing, evaluation and integrity management practices and trends.
- Supports the Chair of the Audit and Risk Committee to define an annual timetable, agendas and manage the committee's operations.
- Demonstrates leadership that encourages and fosters teamwork, commitment and innovation.
- Leads and directs the operations of the Internal Audit team, including managing external contractors and consultants engaged to undertake audit and evaluation reviews.
- Identifies and pursues opportunities for improving the efficiency and effectiveness of services provided by the internal audit function.
- Develops teamwork among staff to produce quality outcomes based on customer-service principles and practices, and encourages the development of staff.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.

- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience in contemporary auditing and assurance strategies and techniques, conducted in accordance with the Institute of Internal Auditors Global Internal Audit Standards.
2. Ability to plan and deliver risk-based assurance and advisory activities at a strategic and operational level and maintain a detailed knowledge of assurance and advisory standards, concepts and techniques.

Core capabilities

3. *Build effective relationships*: Highly-developed communication skills, including oral and written communication, negotiation, influencing and interpersonal skills.
4. *Challenge for innovation*: Demonstrated ability to apply innovative thinking and deliver creative solutions to multi-dimensional problems to achieve strategic and corporate aims in the business management context.
5. *Think strategically*: Highly-developed conceptual and analytical skills and understanding of strategic trends and factors that may influence strategic and operational plans and goals.
6. *Deliver in a changing environment*: High-level prioritisation and consultation skills with the ability to drive continuous improvement and effectively manage change.
7. *Lead and empower others*: Proven ability to lead and develop teams through flexible leadership and a clear sense of direction, including guiding and mentoring teams to achieve goals that align with business objectives.

Desirable criteria

1. Knowledge of the *Financial Management Act 2006*, regulations and Treasurer's Instructions and other relevant legislation, government regulations and policy.

Special requirements/equipment

- Has current membership of CPA Australia as a CPA; or
- Has current membership of Chartered Accountants Australia and New Zealand as a Chartered Accountant; or

- Has current membership of the Institute of Public Accountants as a Member of the Institute of Public Accountants; or
- Has current membership of the Internal Auditors as a Professional Member; or
- Has appropriate membership of an overseas accounting body that is approved in writing by any two of the aforementioned bodies as having requirements for membership equivalent to those of the approving body; or
- Possesses relevant experience, skills and knowledge as determined by the accountable authority appropriate for the size, complexity and type of agency.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is a Hazard Management Agency and employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Director General
Endorsement Date: 24 April 2026