



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Compliance Auditor

Level

4

Position Number

36281

Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

Branch/Section**Effective Date**

December 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Safety & Quality Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Undertakes compliance audits across all projects within the Office of Major Transport Infrastructure Delivery (OMTID) and reports findings, including non-compliance, and makes recommendations to minimise risks in the workplace and how to improve systems. This includes contractors and sub-contractors as required.

Core duties and responsibilities

Compliance Audits

- Undertakes audits, as directed, and advises management regarding corrective action required.
- Monitors and manages outstanding actions from audits.
- Develops and maintains a log of corrective actions/recommendations and ensures they are implemented or closed out as necessary.
- Develops and implements an audit program for compliance across all relevant projects under the control of OMTID.
- Liaises with projects to ensure that agreed actions arising from audits are resolved in a timely manner.
- Provides reports on status of audit program and outstanding actions arising from audits.
- Liaises with internal and external stakeholders ensuring that significant matters arising from audits that may require further compliance action are communicated effectively and that sound recommendations are made to management.
- Undertakes assessments to determine the level of risk of non-compliance with regulatory obligations, including areas of higher risk that may require specific action.
- Participates at a Directorate level in the development of strategies and processes that contribute towards the continuous improvement of practices and methodology for the conduct of audits and minimising risk across the Public Transport Authority (PTA).
- Maintains appropriate records, including but not limited to, audit objectives, scope and methodology, audit schedules, key documents examined, report findings and recommendations, and follow-up reviews in relation to matters requiring action to ensure compliance.

Other

- Completes other compliance activities such as Inspection and Observation, as required, to provide verification of works being compliant in practice.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of or progress towards a relevant tertiary Lead Auditor qualification or Internal Auditor with significant experience.
- Considerable experience in the delivery of audit based services, including the development of risk based processes.
- Demonstrated ability and experience in analysing and interpreting legislation including Acts and Regulations, policies, procedures and instructions.

2. Communication and Interpersonal

- Well developed verbal, written and interpersonal communication skills, including the ability to clearly and effectively communicate at all levels and within a team setting.

3. Conceptual, Analytical and Problem Solving

- Well developed conceptual, analytical and innovative problem solving skills, including the ability to analyse statistical and other information in order to develop appropriate solutions to minimising risk.

4. Organisation

- Strong planning and organisational skills, including the ability to plan and schedule assignments and to meet agreed deadlines and targets.

5. Personal Attributes

- Ability to deal effectively and professionally with people, and to carry out objective transparent audit reviews with integrity.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - Supervised Worker (SW) Track Access Permit

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date