



## Job Description Senior Internal Auditor Level 6

---

<b>Position Number:</b>	00036257	<b>FTE:</b>	1.0
<b>Directorate:</b>	Office of the Director General	<b>Branch:</b>	Audit, Risk and TAFE Governance
<b>Location:</b>	Osborne Park	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

---

### Reporting Relationships

*Reports to:*

Manager Audit and Risk, Level 7

*Other officers reporting to the above office:*

Nil reports

*This Office – officers under direct responsibility:*

No direct reports

---

### Key Role Statement

The Senior Internal Auditor is responsible for delivering internal audit and advisory engagements across the Department's systems, processes and control environment, using a risk-based approach and in accordance with the approved Internal Audit Charter, Audit Plan and the International Professional Practices Framework of the Institute of Internal Auditors.

The position supports the Manager Audit and Risk in the development and implementation of the Department's Strategic Audit Plan, Annual Audit Program, and internal audit policies and procedures. It also monitors the implementation of assigned audit recommendations to ensure agreed actions are effectively progressed.

The role contributes to initiatives that strengthen internal controls, enhance governance and risk management practices, and support continuous business improvement across the Department.

---

### Key Responsibilities

- Plans and delivers complex internal audits and reviews using advanced audit techniques, applying a risk-based approach in line with the International Professional Practices Framework and internal audit standards.
  - Leads and manages allocated audit and advisory engagements from planning through to reporting, ensuring delivery aligns with the approved audit plan and agreed timeframes.
  - Provides expert advice on compliance, performance and financial auditing, as well as assurance and review methodologies, to support improved governance, risk management and organisational performance.
  - Prepares high-quality audit reports that clearly articulate findings, risks and practical recommendations to support informed decision-making.
  - Monitors and reports on the implementation of audit recommendations, ensuring agreed actions are effectively progressed and risks are mitigated.
  - Develops and maintains robust audit documentation, working papers and systems to support the effective operation and integrity of the Internal Audit function.
  - Builds and maintains effective working relationships with internal stakeholders and external providers to support the delivery of audit activities and strengthen organisational capability.
  - Contributes to reporting to the Audit and Risk Committee, including providing regular progress updates against the audit program and presenting audit outcomes as required.
  - Supports the coordination and continuous improvement of the Internal Audit function, including the development and implementation of the audit program, methodologies, policies and procedures.
  - Provides guidance and support to junior auditors, including overseeing audit testing and sampling activities to ensure quality and consistency.
  - Supports the Manager Audit and Risk in delivering branch priorities, projects and strategic initiatives.
  - Maintains a current understanding of emerging trends, risks and better practice in auditing, governance and risk management.
-

---

### Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Thinks through complexity** - You think critically and strategically to solve problems and enhance effectiveness.
- **Dynamically senses the environment** - You adapt your communications style and language depending on your target audience, negotiating confidently and respectfully.
- **Delivers on high leverage areas** - You pursue with tenacity the high leverage priorities that are essential to your work and agency.
- **Builds capability** - You engage in processes and activities that grow the teams capability and effectiveness.
- **Embodies the spirit of the public service** - You display and embody the spirit of the public service in all decision making, interactions and professional activities.

---

### Selection Criteria

#### Essential

- Demonstrated knowledge of contemporary internal audit methodologies, including application of risk-based auditing approaches, with substantial experience planning, leading and delivering a range of complex internal audits and advisory reviews.
- Sound understanding of relevant legislative frameworks, standards and better practice governing public sector financial management, accountability, governance and assurance.
- Highly developed analytical, critical thinking and problem-solving skills, with the ability to assess complex issues, identify risks and control gaps, and develop practical, value-adding recommendations.
- Highly developed written communication and interpersonal skills, with the ability to prepare clear, concise and evidence-based audit reports, and to influence, liaise and negotiate effectively with a broad range of stakeholders.
- Proven ability to work autonomously and manage competing priorities, including planning, organising and delivering work to agreed timeframes and quality standards.

#### Other requirements

- May be required to work from any Department worksite.

---

### Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger

---

### CERTIFICATION

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

#### Branch Director:

**Name:** Hayley Barbetti

**Position:** Director Audit Risk and TAFE Governance

#### Delegated Authority:

**Name:** Jodie Wallace

**Position:** Director General

### HR USE ONLY

**Date Registered on Content Manager:** 5/06/2026

**Content Manager Reference No:** TWD/F21/0004053