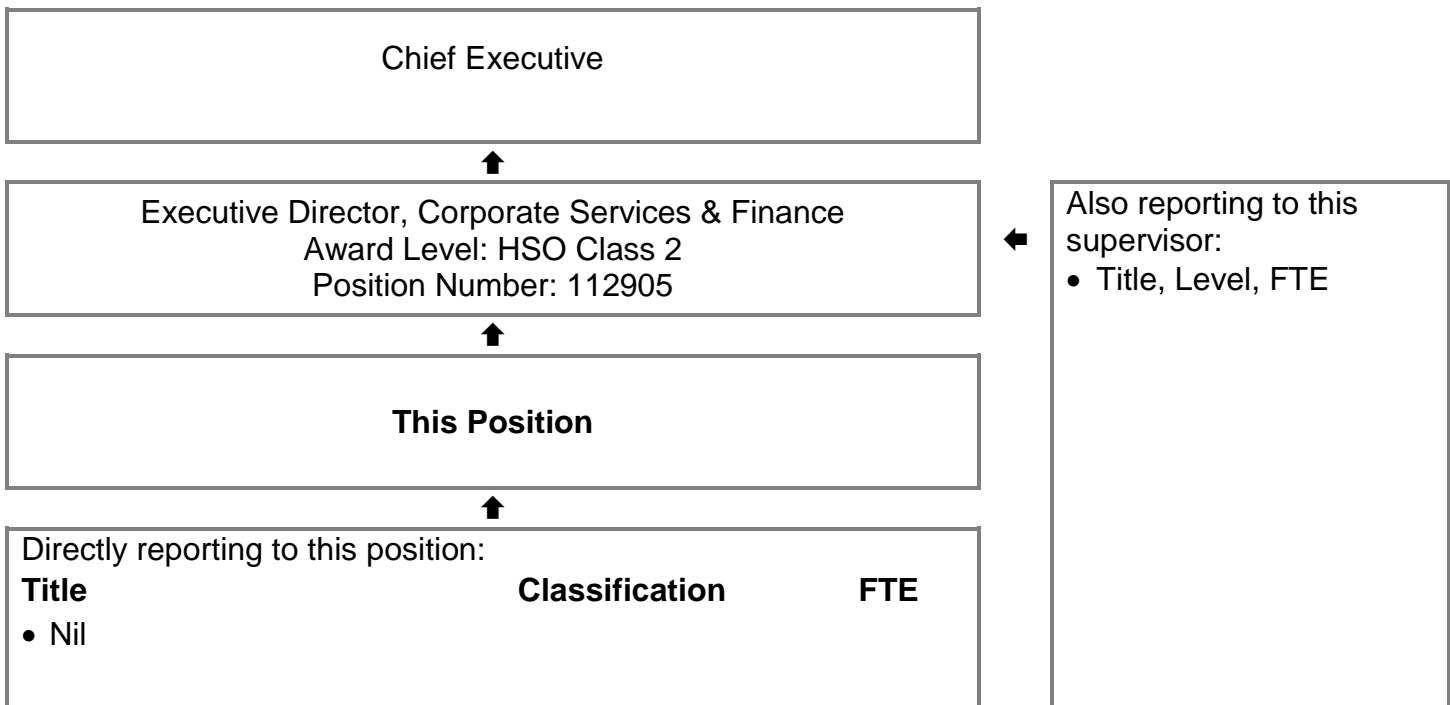




HSS Registered

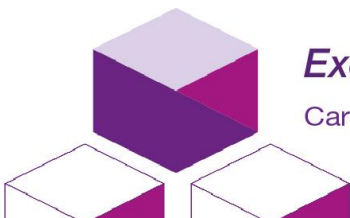
Coordinator Audit and Risk
Health Salaried Officers Agreement: HSO Level G8
Position Number: 115506
Corporate Services and Finance
South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

Responsible for the provision of strategic advice in relation to legislation, audit and risk across the South Metropolitan Health Service (SMHS). The position also provides high-level input to ensure the organisation is meeting statutory reporting requirements. Undertakes the role of Audit Governance Officer across SMHS including the coordination and reporting of all internal and external audits.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Legislative Oversight

- 1.1 Manages the review and evaluates the systems for oversight of a prudential management function for the SMHS.
- 1.2 Develops and maintains the SMHS's Authorities, Delegations and Directions Schedule in accordance with legislation and government policy.
- 1.3 Designs, manages and improves the system for the publication and maintenance of the electronic and hard copy of the SMHS's Risk Registers and Audit Procedures.
- 1.4 Identifies measurement systems, benchmarks and performance indicators to influence and monitor compliance across the SMHS.
- 1.5 Manages and reviews the legislative compliance program for the SMHS to ensure that nominated employees are aware of, and fulfil, their legislative obligations.
- 1.6 Provides an advisory service to the SMHS on various legislative Acts including the *Financial Management Act 2006*, *Auditor General Act 2006*, Treasurer's Instructions and Regulations, *Hospital Fund Act*, *Health Services Act 2016*, relevant taxation Acts and Australian auditing standards.

2. Audit

- 2.1 Plans and delivers risk based audit plans that are aligned with the organisation's strategic direction and Board/executive requirements.
- 2.2 Monitors progress towards completion of Internal and External recommendations.
- 2.3 Identifies key risks associated with planned, in-progress or completed audits for the SMHS Area Executive.
- 2.4 Maintains an expert awareness of relevant trends and issues in relation to professional auditing standards and guidelines.
- 2.5 Liaises with the System Manager regarding systems wide issues requiring reporting and monitoring.
- 2.6 Updates the Internal and External audit logs as required.
- 2.7 Prepares Corporate Governance reports on Internal and External audit activities.
- 2.8 Provides support to the SMHS Audit and Risk Committee.
- 2.9 Coordinates the SMHS's responses to audit queries and assists with the preparation of responses to audit on issues relating to the SMHS's functions and the annual financial statements.

3. Risk Management

- 3.1 Delivers risk management services in accordance with relevant standards.
- 3.2 Establishes mechanisms for identifying and managing risks as part of an integrated risk management program ensuring alignment with the SMHS's Strategic Plan.
- 3.3 Coordinates maintenance and updating of the SMHS's Risk Register.
- 3.4 Develops and collates risk reporting data to meet governance documentation and reporting requirements.

4. SMHS's Governance, Safety and Quality Requirements.

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to the role.
- 4.5 Performs duties in accordance with government, WA Health, SMHS and departmental/Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Knowledge of, and experience in, managing and monitoring legislative compliance in a government environment.
2. Significant experience in reviewing and evaluating complex financial, operational and organisational systems and processes, including applying auditing concepts, practices and techniques to these projects and processes.
3. Excellent interpersonal (including negotiation), oral and written communication skills and well-developed presentation skills.
4. High level conceptual and analytical skills including well-developed problem solving skills and abilities.
5. Highly developed management, planning and organisational skills and abilities.

Desirable Selection Criteria

1. Relevant professional qualification in auditing or related field.
2. Meets eligibility requirements for membership of Institute of Internal Auditors or equivalent.
3. Knowledge of Accounting Standards, Statements of Accounting Concepts and Accrual Accounting.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on May 2018	Last Updated on 30/05/2018
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