

JOB ROLE STATEMENT

MANAGEMENT REVIEW AND AUDIT OFFICER LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH MANAGEMENT REVIEW AND AUDIT **POSITION NO** P0061137 / P0062518

KEY RESPONSIBILITIES

Provide specialist support to the Management Review and Audit Manager (MRAM) in the provision of an independent internal audit and review service that enhances the efficiency and effectiveness, and contributes to the achievement of Main Roads objectives.

KEY DELIVERIES

Planning

- Provide specialist support in the development and delivery of comprehensive risk based Strategic and Annual Audit Plans in consultation with stakeholders.
- Provide specialist support to MRAM with initiating, planning and managing the delivery of audit assignments including preparation and maintenance of programs.
- Provide specialist support to the Management Review and Audit Committee (MRAC) with quarterly reports on progress against the Main Roads Annual Audit Plan (MRAAP).

Audit Management

- Identify opportunities for improvement based on scheduled audits within the Main Roads Annual Audit Plan and provide “best practice” recommendations.
- Participate in the development of reports and business improvements relating to Directorate’s systems and reporting processes.
- Provide specialist support to the consultancy service for stakeholders with advice on efficiency and effectiveness of their operations and programs.
- Provide specialist support with the timely follow up of accepted Management Review and Audit recommendations and implementation of corrective actions.
- Keep abreast of industry trends in relation to professional auditing standards, practice, techniques and guidelines and recommend suitable enhancement for use by Main Roads.
- Provide specialist support in the preparation of MRAC Agenda papers and act as the Executive Officer.

Project Management

- Co-ordinate audit projects and reviews, including the preparation of outcome reports and recommendations for efficiencies.
- Provide specialist support in the preparation and management of Contracts for the provision of Audit and Review services.

Customer Service

- Co-ordinate audit and management reviews in a professional and customer focused manner.

Stakeholder Relationships

- Build and enhance working relationships with the Office of the Auditor General, the Management Review and Audit Committee, Executive Directors and Branch Managers within Main Roads and relevant professional associations.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads’ Safety, Health and Wellbeing (SHW) Management System - refer to “SHW Roles and Responsibilities Procedure” on ‘iRoads’ intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent’s level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation’s objectives and the incumbent’s development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	LEVEL 7	POSITION NO
MANAGER MANAGEMENT REVIEW AND AUDIT		P0052139

MANAGEMENT REVIEW AND AUDIT OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

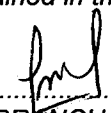
- Considerable skill, knowledge and experience in:
 - development and application of audit management systems in a large and complex infrastructure delivery organisation
 - building and enhancing stakeholder relationships
 - project/contract management
 - research, analysis and problem solving
 - written communication and report writing
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian ‘C’ Class (car) motor vehicle drivers licence or an approval equivalent.

DESIRABLE:


- A Diploma in Quality Auditing or other relevant discipline.

CERTIFICATION

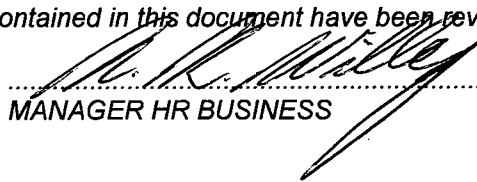
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 14/12/2018
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 17/12/2018
EXECUTIVE DIRECTOR A/EOFC

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 19/2/19
MANAGER HR BUSINESS