



Director, Internal Audit and Assurance

Position number	00035520
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 9
Reports to	Executive Director, Professional Standards and Conduct (Class 2)
Direct reports	Program Manager Audit x2 (Level 7) Program Manager Risk (Level 7)

Context

The Department of Education's strategic plan, outlines the commitment for every child to enjoy a high quality of education. This is an education underpinned by excellence in teaching, quality leadership and pathways from Kindergarten to Year 12 to meet the needs of the learner in preparing them to take the next step into the world of work or further education.

The Professional Standards and Conduct Division is responsible for the delivery of a range of integrated functions and oversees Standards and Integrity Directorate, Internal Audit and Assurance Directorate, Legal Services Branch, Policy and Program Governance Branch and the Screening Unit.

The Directorate delivers an independent and objective assurance and advisory service to:

- provide assurance to the Director General and the Audit Committee that the Department's financial and operational controls are operating in an efficient, effective, economical and ethical manner
- assist management in improving the Department's business performance
- provide a risk management governance function with its focus on assisting staff to manage risks effectively.

The Directorate delivers high-level audit and risk management expertise with an emphasis on a quality audit and risk management program that addresses organisational accountability and supports a broad client need across the Department.

The Director, Internal Audit and Assurance reports directly to the Director General on all audit matters across the Department. Administratively, the position reports to the Executive Director, Professional Standards and Conduct.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Leadership and Strategic Management

- Provide strategic leadership and proactive independent and objective advice to the Director General, Audit Committee, Corporate Executive and other levels of management with respect to critical issues affecting the integrity and performance of the Department through the delivery of a comprehensive range of integrated functions.
- Lead the planning, development, monitoring and review of the Department's audit and assurance strategy ensuring alignment with the Department's strategic and business planning and Risk Management Framework.
- Lead the development and review of audit plans for approval by the Director General, Corporate Executive and Audit Committee.
- Provide specialist advice to support the development and facilitation of policies, standards and legislation, including the effectiveness of agency-wide risk management and business continuity principles and processes.
- Provide assurance to the Auditor General and other entities on critical matters impacting on the Department's operations.
- Collaborate with the Executive Director, Director General and Audit Committee to report on audit performance and variance analysis to support effective decision-making.
- Provide strategic and timely advice on audit matters for informed decision-making by principals, the Auditor General, Minister, Director General, Corporate Executive and Departmental officers.
- Work collaboratively with other leadership teams to achieve Departmental objectives.

Accountability and Quality Assurance

- Contribute to the development and maintenance of the Department's accountability framework, ensuring policies and practices comply with and promote accountability for the delivery of audit functions and management.
- Review and monitor strategic imperatives and key business risks identified during the risk assessment, including an appropriate blend of advisory and assurance reviews, thematic audits and issues-based audits.
- Provide an independent, objective audit, and comprehensive assurance and consulting services designed to support the Department's governance operations, in line with the Institute of Internal Auditors Standards for the Professional Practice of Internal Auditing.
- Implement clearly defined Key Performance Indicators in line with Departmental priorities to monitor and report on productivity and value-driven measures.
- Implement a systematic disciplined approach to the collection, analysis and reporting of audit data used to evaluate and improve the effectiveness of risk management, control and governance.
- Develop and implement quality assurance processes within the team, oversee financial management, human resources management, risk management and the approval and monitoring activities and processes relating to governance, service delivery and support.
- Ensure good governance practice is followed in the management and administration of the Directorate.

People Management

- Communicate and build effective relationships with principals, Executive Directors, senior officers and other key stakeholders.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the Directorate.
- Establish a leave management plan and manages employees' leave entitlements in accordance with applicable Industrial Instruments and Departmental policy.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise staff capabilities to deliver quality educational and business outcomes.

Policy Development and Implementation

- Lead the design, implementation and review of policy directions relating to audit and assurance service delivery, governance and accountability arrangements.
- Undertake research to identify emerging trends, issues and best practice and maintain a comprehensive knowledge and understanding of national and international trends and practices.
- Encourage reflection, innovation, research and policy development and implementation relating to financial management systems.

Resource Management

- Develop a highly capable, proactive and broadly focused audit and assurance service and provide quality interpretations.
- Plan and coordinate the effective use of physical and financial resources.
- Identify the needs of the education system to ensure adequate resourcing is provided for operational needs.
- Work collaboratively with stakeholders to achieve the effective implementation and monitoring of service delivery and support services to schools and business areas.
- Oversee the service delivery and budget to ensure expenditure is contained within required parameters.

Community Relations

- Provide accurate and timely information on audit and assurance matters and related issues to stakeholders, including unions, professional associations, national bodies and industry groups.
- Provide effective, professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government.
- Represent the Director General and the Department in a range of forums relating to audit.
- Respond to requests for Ministerial and other Government requirements as appropriate.

Selection criteria

Shapes and manages strategy

- Inspires a sense of purpose
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

Eligibility and training requirements

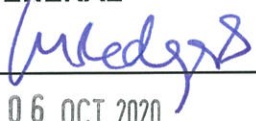
Employees will be required to:

- possess a tertiary qualification in a relevant discipline (for example Accounting, Auditing, Commerce or equivalent) and/or significant professional experience in this area
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

DIRECTOR GENERAL

Signature 

Date 06 OCT 2020