



Manager, Audit and Compliance

Risk and Assurance Directorate

Position number	00041031
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 8
Reports to	Director, Risk and Assurance (Level 9)
Direct reports	Program Manager, Audit x2 (Level 7)

Context

The Risk and Assurance Directorate delivers an independent and objective assurance 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 function with its focus on assisting staff to manage risks effectively
- ensures appropriate governance functions are implemented across the Department.

The Directorate delivers high-level audit, compliance, risk and corporate governance assurance with an emphasis on a quality audit, risk management and governance approach that addresses organisational accountability and supports a broad client need across the Department.

For information with respect to the Department go to: www.education.wa.edu.au

Key responsibilities

- Lead the development and review of a framework for the Department's internal audit and compliance areas within defined financial and resource constraints.
- Lead, plan and undertake reviews of identified programs, projects and policies, including reviews of compliance with the Australian and New Zealand standards in relation to internal audit and compliance activities within the Department.
- Lead, plan and deliver Department's audit, compliance, and assurance functions to ensure relevant information is provided to the Corporate Executive on best practice and regulatory requirements to support quality delivery and outcomes.

- Develop and oversee the implementation of systems and processes for establishing internal audit and compliance functions, and ensure processes are managed with integrity, sensitivity and in line with the established process.
- Manage, mentor and lead the internal audit and compliance team.
- Manage resources appropriately and ensure legislative requirements are met.
- Review existing internal audit and compliance systems and processes and provide leadership and high-order advice to the Executive Director and Departmental staff on continuous improvement strategies in these areas.
- Consult and negotiate with a broad range of stakeholders in relation to areas of internal audit and compliance.
- Provide advice and support to the Director in the development and delivery of strategies and initiatives.
- Prepare correspondence, briefing notes and speech notes, as required, for Senior Executive on matters relevant to internal audit, compliance, and assurance.
- Represent the Directorate on committees and working parties, as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Specific selection criteria

1. Demonstrated high-level knowledge of and experience in driving the development of internal audit, and compliance strategy, standards, practices and innovation.

Generic selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- 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.

ENDORSED

Date 15 December 2020
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