

Program Manager Audit

Internal Audit and Assurance

Position number	00026766
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Director, Internal Audit and Assurance (Level 9)
Direct reports	Principal Auditor x2 (Level 6) Senior Auditor (Level 5)

Context

The Internal Audit and Assurance Directorate reports to the Director General through the Audit Committee on all audit matters across the Department. Administratively, the Directorate reports to the Professional Standards and Conduct Division, which includes as part of its portfolio, the Standards and Integrity Directorate, Legal Services Branch, and the Criminal 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 function with its focus on assisting staff to manage risks effectively.

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

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Key responsibilities

- Provide high level tactical support to the Director, including on information systems audits.
- Contribute to the identification, development and implementation of strategic policy, reporting protocols, standards and performance measures in relation to the conduct of the audit activities associated with information systems and the management of risk.
- Develop, implement and coordinate audit and risk management frameworks, methodologies, standards, quality assurance and related control procedures.

- Oversee the initiation, planning, work prioritisation, management and delivery of the information system audit program within agreed budgets and timelines.
- Provide professional advice and consultancy on policies and procedures, information system review and process improvement.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Evaluate team performance against established performance profiles and benchmarks.
- Maintain an expert awareness of relevant trends and issues in relation to contemporary auditing, information system applications and controls, and risk management standards and guidelines.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated highly developed skills in leading and developing teams, including guiding and mentoring staff in strategic planning and audit processes and procedures and ability to coordinate and deliver strategic outcomes.
2. Demonstrated extensive knowledge and understanding of the legislative framework, standards and best practice methodologies that apply to auditing information systems.
3. Demonstrated highly developed communication and interpersonal skills including the ability to undertake high level consultations, collaborations and negotiations.
4. Demonstrated extensive skills and experience in leading projects or audits/reviews, including allocating, managing and coordinating resources, developing project plans and reviewing progress to ensure delivery of agreed outcomes.
5. Demonstrated highly developed analytical, conceptual and problem solving skills, including the ability to deliver innovative solutions to strategic and complex problems and issues.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a current Western Australian Driver's Licence
- be available to travel throughout the metropolitan area and in regional locations
- 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 16 July 2020
Reference D20/0335627