



Principal Consultant, Audit and Stakeholder Engagement Risk and Assurance

Position number	00046920
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Audit and Assurance (Level 8)
Direct reports	Nil

Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Risk and Assurance Directorate, the Legal and Legislative Services Directorate, the Parent Liaison Office, and the Personnel Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfils statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management, as well as child protection strategies, working with children compliance monitoring, criminal history screening and legal and legislative advice.

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

- provide assurance to the Director General and the Audit and Risk 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; and
- ensure the development, coordination and review of the Department's operational policies and delegations are aligned with the Department's strategic direction and governance function.

This position is expected to maintain, promote, and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care, and learning.

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Key responsibilities

Audit and Assurance

- Plan and deliver the endorsed internal audit program to ensure relevant information is provided to the Audit and Risk Committee and the Corporate Executive on best practice and regulatory requirements to support quality delivery outcomes and mitigate risk.
- Provide leadership in auditing, evaluation, and integrity management on audit conduct.
- Provide strategic direction, leadership and advice in audit, evaluation, and integrity management strategies for improving organisational performance outcomes for the Department.
- Provide high-level leadership to project teams, which includes employees and private contractors, who conduct audits and investigations of departmental services and activities.
- Develop, implement, and coordinate audit and risk management frameworks, methodologies, standards, quality assurance and related control procedures.
- Develop processes and procedures to conduct preliminary data collection and analysis and uses sound evidence to determine audit findings and ratings.
- Provide leadership in overseeing the initiation, planning, work prioritisation, management, and delivery of an audit program within agreed budgets and timelines.
- Provide high-level advice to senior staff and management on factors impacting on departmental performance and accountability issues.
- Function as a departmental trusted advisor on audit and assurance matters.
- Contribute to the preparation and collation of Audit and Risk Committee papers which include submissions from the Office of the Auditor General and internal Directorates and completed audit reports.
- Identify and monitor emerging trends for impact assessment and strategic departmental planning in relation to the audit program.
- Represent the Directorate on internal and external working parties and committees.
- Prepare briefings and responses to ministerial requests.

Stakeholder Management and Engagement

- Support the Manager, Audit and Assurance to effectively and efficiently manage internal and external stakeholders and their engagement to support the planning and execution of the audit program.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Support the Manager, Audit and Assurance to ensure appropriate skills and expertise are available to optimise stakeholder management and engagement.
- Provide leadership in the development, implementation and evaluation of innovative stakeholder management and engagement plans, strategies, and projects to support the audit plan.
- In conjunction with the Manager, Audit and Assurance and other Principal Consultants, develop and maintain effective working relationships with departmental clients and external stakeholders to support audits and assurance reviews.

Selection criteria

Essential

1. Extensive experience in and understanding of the planning, conduct and reporting of complex audit and assurance reviews aligned to contemporary audit and assurance concepts, techniques, and management practices.
2. High level of knowledge and experience in the provision of advice and guidance at all levels in relation to internal audit and corporate governance frameworks, policies, and techniques.
3. High level written communication skills and extensive experience in preparing reports, briefing notes and responses to ministerial requests.
4. Highly developed communication and interpersonal skills including the ability to undertake high-level consultations, collaborations, and negotiations.
5. Considerable experience in leading and developing stakeholder management and engagement activities and stakeholder relationship building, networking, and influencing.
6. Highly developed research, conceptual and analysis skills, including the ability to deliver innovative solutions to strategic and complex problems and issues.
7. Ability to prioritise work effectively and efficiently to achieve team and individual results.

Desirable

8. Substantial understanding of the requirements for an internal audit function relevant to the Department's operating environment, and/or current membership of a relevant professional body (CPA Australia, Chartered Accountants Australia and New Zealand, Institute of Public Accountants, Institute of Internal Auditors).

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 2 January 2025
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