

Senior Audit Consultant

STATEMENT OF DUTIES

FEBRUARY 2021

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Internal Audit Office
Section/Unit/School	N/A
Supervisor	Manager Internal Audit and Risk Management Services
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Develop and deliver client focused internal reviews that provide independent and objective assurance that the Department's internal control, risk management and governance practices are operating effectively across all Divisions of the Department, together with the provision of independent objective high level advice to senior management.

Level of Responsibility/Direction and Supervision

Responsible for maintaining high standards of quality, accuracy, and timeliness in the completion of internal reviews and the provision of authoritative advice to senior management, including input into the sections planning and operational framework.

Required to exercise sound judgement and initiative, work with minimal supervision, and demonstrate autonomy in day-to-day activities, with broad direction from Manager, Internal Audit and Risk Management Services

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Undertake internal reviews of control, risk management, compliance and governance systems and processes from planning through to review completion.
2. Develop and maintain quality work papers and reports that include observations and recommendations from objective and independent research and analysis.
3. Develop and maintain contemporary knowledge of the Department's control, risk management and governance frameworks.
4. Provide an advisory service to senior management on internal controls, risk management and governance.
5. Plan, conduct and monitor sensitive or high impact special projects or investigations.
6. Actively contribute to the continuous improvement of the Section's audit practices and methodologies.
7. Provide technical and administrative leadership, advice, and support to other staff members of the Section as required.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. High level analytical and critical thinking skills with the ability to develop and make sound judgements, together with significant experience in the application of data analytics to extract insights into control and risk management effectiveness and policy or regulatory compliance.
 2. High level organisational skills including the ability to plan and co-ordinate concurrent audit reviews or projects in an environment subject to quality and time constraints.
 3. Proven ability to provide authoritative advice and present observations and recommendations clearly and precisely, both written and verbally, that provide practical and value adding improvements to control, risk management, compliance, and governance systems.
 4. Strong interpersonal, collaboration, negotiation, and conflict resolution skills with the ability to effectively communicate as an advisor to all levels of management and staff across a diverse organisation.
 5. Demonstrated capacity to exercise initiative, innovation, self-motivation, together with the ability to work both independently and as an effective member of a team
 6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Membership of a relevant professional organisation and/or relevant academic qualifications.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Workforce and Personnel Services
– Feb 2021
Request: 62118, 502213
Date Duties and Selection Criteria Last Reviewed: 02/21 VRH
