

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Audit and Assurance Officer	7455
CLASSIFICATION	ANZSCO CODE
Band 6	599599
DEPARTMENT	DIVISION
Corporate Services	Governance, Risk and Compliance
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	The Gordon

Position Objectives

The objective of this role is to:

- Support the Senior Risk Officer and Coordinator Risk, Governance and Compliance in the operation of Council's internal audit program, including by monitoring and verifying completion of recommendations.
- Support the delivery of the Audit and Risk Committee function and ensure it is provided with the information required to achieve its purpose.
- Support Council's risk management function, including by overseeing Council's Risk Management System, supporting the identification and assessment of risks, providing support to risk owners, and monitoring Council's operational risk profile.

Key Responsibility Areas

This role is responsible for:

- Providing a high level of customer service to all internal and external clients.
- Monitoring Council's internal audit program, including by:
 - Reviewing and analysing internal audit reports to ensure recommendations are accurate, reasonable, and reflective of Council's control environment.
 - Supporting responsible officers in preparing for and completing internal audits.
 - Monitoring progress of actions and recommendations, including facilitating workshops with responsible officers to review completed actions, and identify opportunities and options for further improvement.
 - Ensuring verifiable and well-evidenced records are provided for all completed actions and recommendations.
- Liaising with internal and external stakeholders to complete internal audits, in accordance with an established audit work plan.
- Contributing to the development of organisational capability by advising and educating internal staff on risk (including Council's risk management system), assurance, and audit processes.
- Prepare and/or coordinate preparation of reports on risk, assurance and audit functions to the Audit and Risk Committee, Executive Management team, Council and other forums as required.
- Ensuring the timely preparation and distribution of agendas, minutes, and other documentation as required to the Audit and Risk Committee.
- Monitoring Council's operational risk profile, including by:
 - Facilitating risk identification and assessment workshops with risk owners and the Executive Management team;
 - Analysing operational risks to identify, implement, and assess controls;
 - Monitor controls to ensure that any control failures or issues are escalated and addressed;
 - Monitoring regional and sector-wide incidents, reports, events and occurrences to identify and address changes or impacts relevant to Council's risk profile; and
 - Preparing and providing reports to Executive Management team, Audit and Risk Committee, Council and other relevant forums to communicate changes or impacts to Council's risk profile.

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- Supporting and maintaining Council's risk management system, including by:
 - Supporting users and risk owners to input operational and project risks, controls and actions.
 - Reviewing data entered into Council's risk management system to ensure it is accurate and consistent.
 - Supporting users to monitor risk controls, including by identifying possible controls and preparing and distributing monitoring reports.
 - Monitoring progress of risk actions, including by liaising with risk action owners and verifying completion of actions.
 - Developing and distributing reports for various levels of the organisation as required.
- Maintain records and registers in respect of all of Council's internal audit, risk management and Audit and Risk Committee actions and recommendations.
- Provide risk advice and assessments to internal customers, programs and processes, such as for planned events and following risk incidents, under the supervision of the Senior Risk Officer and Coordinator Risk, Governance and Compliance.

REPORTS TO:	DIRECT REPORTS:
Senior Risk Officer	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: All staff Audit and Risk Committee members Internal Audit responsible officers Risk owners Risk Management System users EPMO staff	External: Internal auditors Risk Management System providers Customers, residents and visitors

Accountability and Extent of Authority

- Provide specialist risk advice and support to all staff, particularly:
 - Internal audit responsible officers
 - Risk owners
 - Risk management system users
 - Audit and Risk Committee members
 - Senior Risk Officer, Coordinator Risk, Governance and Compliance and Executive Manager Governance and Risk.
- Responsible for liaising with internal and external stakeholders to review and monitor all internal audit recommendations and prepare reports, in accordance with established audit work plan.
- Responsible for liaising with internal and external stakeholders to monitor Council's risk profile, including by providing advice to senior staff, monitoring regional and sector-wide matters, and analysing and addressing impacts to Council's risk profile.
- Accountability and extent of authority is subject to review by the Senior Risk Officer and Coordinator Risk, Governance and Compliance.
- Responsible for conducting investigative and analytical research and review to provide considered input into policy development within the area of risk, assurance and audit.
- Freedom to act is governed by clear objectives and/or budgets, with regular reporting to the Senior Risk Officer to ensure that the goals and objectives of the Risk and Assurance team are being met and achieved.

Judgement and Decision Making

- Advice, analysis, problem-solving and decision making is specialised and requires methods, procedures and processes to be developed from theory, precedent, research and investigation to be applied to new and repeated circumstances.

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- Problem solving and applying specialist knowledge and experience to support the delivery of Council's internal audit, risk management, assurance, and Audit and Risk Committee functions.
- Identification and implementation of process improvements, to ensure that resources are used effectively, efficiently and with the goal of achieving the optimal outcome for Council.
- Guidance and advice are usually available from the Senior Risk Officer or Coordinator Risk, Governance and Compliance.

Specialist Skills and Knowledge

- Highly developed understanding of risk management, audit management, and assurance principles.
- Highly proficient ability to apply the principles of risk management, audit management, and assurance to the practical consideration and analysis of Council's risk profile, internal audit and assurance functions.
- Excellent investigative skills to ensure that internal audit recommendations, operational risks, and risk actions and controls are identified, completed, verified, and reported clearly and concisely to any necessary forums, including within Council's risk management system.
- Highly developed ability to research, assess, and analyse reports, incidents, events, and matters occurring in the region and across the local government and other sectors to ensure Council's risk profile and control environment is sufficient.
- Highly developed ability to interpret policies, procedures, and guidelines to understand and apply principles to internal audit, risk management, and Audit and Risk Committee matters, in order to achieve the best outcome for Council.
- Highly proficient computer skills with experience in Microsoft Outlook, PowerPoint, Word, Excel and Office 365.
- Highly developed customer service skills.

Management Skills

- Highly developed ability to manage time, set priorities, plan, prioritise and identify tasks to achieve the overarching objectives and goals of the organisation.
- Highly developed ability to identify and set tasks to ensure efficient use of resources available and achievement of deadlines and timeframes required.

Interpersonal Skills

- Well-developed ability to gain cooperation and assistance from clients, members of the public and other employees, in the provision of advice relating to risk management, audit, and assurance.
- Liaise, network and cooperate with their counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.
- Well-developed ability to work in a team environment.

Qualifications and Experience

- Skills and experience required for this role are beyond those normally acquired through tertiary education alone.
- Degree or diploma course in risk management/audit/assurance/compliance or related field with relevant experience, preferably in the local government sector.

From a Health and Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

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- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Well-developed expertise and proficiency in risk management, audit management and/or assurance, including the application of theories and principles in practical circumstances preferably within the areas of Local Government or private enterprise (risk or audit management).
- Highly developed ability to work as part of a collaborative team and contribute to the team environment.
- Well-developed ability to conduct investigative research, legislative and policy interpretation, including the ability to analyse and critically consider findings to provide advice, recommendations and options to relevant stakeholders.
- High level customer service skills and excellent communication skills including the capacity to deal with people face-to-face, over the phone and via other mechanisms of communication as required.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.