



POSITION DESCRIPTION

AUDIT, ASSURANCE AND CONTINUOUS IMPROVEMENT OFFICER



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Audit, Assurance and Continuous Improvement Officer

Position Number	2318, 2303
Position Status	Full Time
Position Supervisor	Audit, Assurance and Continuous Improvement Lead
Department	Office of CEO

Job Context

Gladstone Ports Corporation Ltd (GPC) is a public company incorporated under the Corporations Act 2001 and is subject to the requirements of the Government Owned Corporations Act 2001 (GOC Act). Gladstone Marine Pilot Services Pty Ltd (GMPS) is a company incorporated under the Corporations Act 2001 and is also subject to the GOC Act as a wholly owned subsidiary of a GOC.

Internal role for GPC in Audit, Assurance and Continuous Improvement (AACI) to undertake internal audits and assurance of GPC practices as part of a cycle of continuous improvement.

Job Purpose Statement

Audit, Assurance and Continuous Improvement is a GPC function facilitated by GPC employees, in partnership with third party auditing entities.

The AACI function exists principally to provide the Board, Audit and Risk Committee (ARC) and the CEO with assurance over internal controls to mitigate relevant strategic, operational and process level risks, whilst identifying continuous improvement opportunities.

The AACI team reviews, examines, investigates, analyses and assesses GPC's governance documents, management systems, frameworks, and compliance in order to identify strengths and opportunities for improvement, with the focus on continuous improvement through innovation. Operating under a Charter and Strategic Plan, AACI has an Annual Plan of audit and assurance activities that it undertakes each year. The Officers positions undertake planning, fieldwork and report writing for the various audits and facilitate continuous improvement activities, in accordance with relevant audit standards.

Job Accountabilities

- Maintain strict confidentiality, professionalism and impartiality;
- Uphold the highest level of ethical behaviour under the highest level of scrutiny;
- Plan and develop strategies for conducting audits and assurance practices at GPC;
- Manage and lead whole of business audits and investigations to inform current state practice and to determine whether business activities are conducted within GPC and Government Policy;
- Substantiate, analyse and assess audit findings to develop recommendations, reports and briefings to the CEO and Audit and Risk Committee;

- Identify, research and review relevant government and industry experiences to identify and implement improvement opportunities;
- Collaborate with department leads to oversee the implementation of audit and assurance findings;
- Establish and maintain effective relationships with stakeholders to identify and manage risks, resolve issues and ensure successful business delivery through continuous improvement initiatives;
- Ensure the GPC risk profile is uncompromised and ensure mitigation and management of commercial risks;
- Maintain accurate, thorough and current records;
- Intermediate proficiency utilising MS Office Suite including Excel, Word and Power-point. Experience with MS Project and Visio

Modelling GPC values and Code of Conduct

- Willingness to understand, demonstrate and encourage the values and behaviours of GPC;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and live by example GPC's values and code of conduct:
 - We respect and care for each other, country and community;
 - We operate with integrity and accountability;
 - We innovate to create sustainable solutions;
 - We collaborate to drive high performance.
- Comply with GPC's policies, standards, and procedures in the workplace.

Decision Making Authority & Impact

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- Aptitude to provide improvement recommendations in all facets of the business.

Job Challenges & Impacts

- Ascertain a cross business understanding to enable diverse knowledge and innovation;
- Enable consistency of business practices and processes across the business (when applicable);
- Be agile with the ability to change priorities to meet GPC requirements;
- Be a strategic thinker, analytical and capable to provide continuous improvement and innovative recommendations, when not in a position of authority;
- Establish and maintain effective relationships with CEO, CFO, ELT and throughout GPC;
- Operate effectively in an environment where there are conflicting demands on resources.

Key Relationships

Internal

- Liaises with AACI Lead, CEO, CFO, ELT members and personnel as required;
- Communication with GPC staff to perform the duties.

External

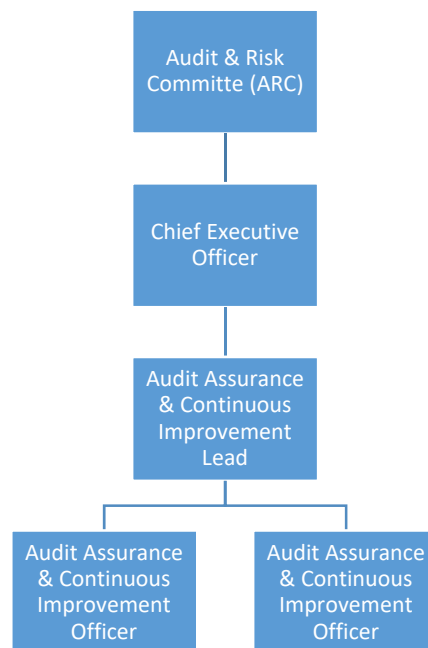
- Liaise with other working review groups (where appropriate) with a view to avoiding duplication of effort, maximising the use of available resources and ensuring adequate coverage is provided to all identified risk areas;

- Consult and collaborate with external Auditors (when applicable);
- Consult with GPC's appointed internal Auditors.

Level of Supervision

Direction is provided through collaboration on strategies and initiatives with expectation that the incumbent will be autonomous and show initiative. The role will maintain constant contact with the AACI Lead to ensure that the approach remains relevant to the Department and the overall organisation.

Organisation Chart



Formal Qualifications

It would be desirable for the incumbent to hold:

- Bachelor Degree or equivalent level of experience;
- Certified Internal Auditor, Certified Risk Management Assurance or equivalent level of experience; or
- Demonstrated knowledge and experience of GPC's business goals, processes and objectives, or ability to ascertain proficiently;
- Mandatory C class drivers licence;
- Maritime Security Identification Card (MSIC) or ability to obtain.

Selection Criteria

Competency	Description
1. Skills/Characteristics	<ul style="list-style-type: none"> • A demonstrated ability to maintain the strictest of confidentiality, integrity and professionalism; • A demonstrated strategic thinker with advanced analytical and organisational skills; • Ability to influence others when not in a position of authority and strong ability to communicate with Leaders; • Ability to respond proactively and positively in challenging situations, as part of a tight knit team; • A fundamental understanding of the principles of auditing, assurance and continuous improvement and capacity to learn and adopt relevant auditing standards.
2. Experience	<ul style="list-style-type: none"> • Experience utilising GPC's interrelated businesses processes; • Demonstrated results-driven approach to work, proven personal initiative and an ability to work proactively and with a strong sense of urgency.
3. Attributes	<ul style="list-style-type: none"> • Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC; • Safety Leader; • Well-developed judgment and decision-making capability; • Customer and people centric; • Strong leadership and coaching capability; • Desire for continued personal and professional growth of self and supporting others.
4. Modelling GPC Values	<ul style="list-style-type: none"> • Willingness to understand, demonstrate and live the GPC values.