

## POSITION DETAILS

<b>Position Title:</b>	Principal Internal Auditor	<b>Position Grade:</b>	14
<b>Department/Group:</b>	Business Assurance and Governance / Office of the CEO	<b>Position Status / Hours per Week:</b>	35

## PRIMARY PURPOSE OF THE POSITION

In accordance with authority delegated by the Chief Executive Officer, the Principal Internal Auditor (PIA) is responsible for the development and implementation of Council's internal audit plan. The Principal Internal Auditor will provide strategic advice to the Chief Executive Officer and Manager Business Assurance and Governance around internal risks and mitigation strategies. The PIA will operate at the strategic and operational level to provide high quality accurate reports and analysis with responsibility for oversight of all recommendations affecting the Internal Audit function.

The Principal Internal Auditor will assist to optimise Council's operational performance to generate stakeholder confidence and trust, in an environment of higher community expectations, the need for increased public safety, and the need to minimise exposure to risk, harm to Council's reputation. This will be achieved by communicating audit outcomes to the Executive Leadership Team and Audit Risk and Improvement Committee to inform organisational direction, strategy and action.

The Principal Internal Auditor (PIA) provides a framework for Council, the Audit and Risk and Improvement Committee (ARIC) and the Chief Executive Officer to appraise, examine and evaluate the activities of the Council in effectively discharging their responsibilities and accountabilities to ratepayers in accordance with relevant policies procedures and legislation. The PIA is responsible for the delivery of the Internal Audit function ensuring compliance with laws and regulations that impact upon the organisation. It also provides for the development of adequate and effective controls to give particular attention to areas of risk in quality financial, management and reporting system.

### Role dimension:

1. To develop and maintain a risk based strategic Internal Audit plan for the organisation. This is to be reviewed and updated on an annual basis to take account of the changes in the risk environment.
2. To work closely with the Manager Business Assurance and Governance and the Risk and Audit and Improvement Committee and Manager Risk and Insurance in identifying and reviewing potential Audit risks to Council and support appropriate mitigation strategies.
3. To develop an annual Internal Audit plan based on the strategic plan and in consultation with the ARIC and including:-
  - Compliance audits that will review compliance with relevant legislation, circulars, internal policies and publications by regulatory bodies such as the Department of Local Government or the ICAC
  - Operational/management review focusing on efficiency and effectiveness, recurring Internal Audit activities, Control Self-Assessment. Reporting on deficiencies and crafting appropriate recommendations.
  - To undertake a preliminary risk assessment for each Internal Audit activity and prepare written audit reports following completion of audit activities. These reports are to be clear and concise and include an audit opinion on the status of current operations and recommending improvements to organisational operations, systems, and controls.
  - To coordinate the follow up of actions taken on agreed recommendations arising from an Internal Audit are that these actions are reported to the Executive Team and the Audit and Risk Committee in a timely

fashion. coordinate the preparation for Audit and Risk Committee meetings (including committee agendas and standing reports) and attend these meetings as an advisor to the Committee.

- Maintain and update Council's Fraud Prevention Framework including the provision of induction training to new starters and the compilation/reporting of Regular Fraud Risk assessments across the organisation.

The models and promotes good governance procedures throughout the organisation.

## SELECTION CRITERIA

### Education / Qualifications

- Tertiary qualified professional with qualifications in accounting, economics, finance or internal audit. (Eligible for recognition as a Certified Internal Auditors (CIA), chartered accountant (CA), Chartered Practicing Accountant (CPA) is well regarded).

### Experience/Specific skills

- Demonstrated extensive internal audit experience.
- Experience in the development and implementation of strategic internal audit plans.
- Ability to conceptualise sophisticated inputs and make recommendations.
- Experience in the development of internal audit plans and tracking organisational progress in delivering key outcomes to the professional practice standards for internal audit issued by the Institute of Internal Auditors
- Excellent verbal and written communication skills that demonstrate ability to consult, negotiate at all levels within the organisation and with key stakeholders including elected officials, members of the community and external parties such as the Office of Local Government and various other Statutory Authorities

### Personal Attributes

- High ethical integrity, reliability and trustworthiness
- Demonstrated ability to work independently with minimal supervision and to tight deadlines
- Demonstrated ability to establish and maintain effective relationships with key stakeholders across the organisation and communicate with authority and influence.

### Desirable Qualifications, Experience and/or Skills

- Current Drivers Licence
- Knowledge of the Local Government Act and other relevant legislation applicable to Local Government or other public sector authorities (highly regarded)
- Experience in a corporate governance role in a local government (or similar) environment
- Experience managing projects, oversight of recommendations and progress of implementation.

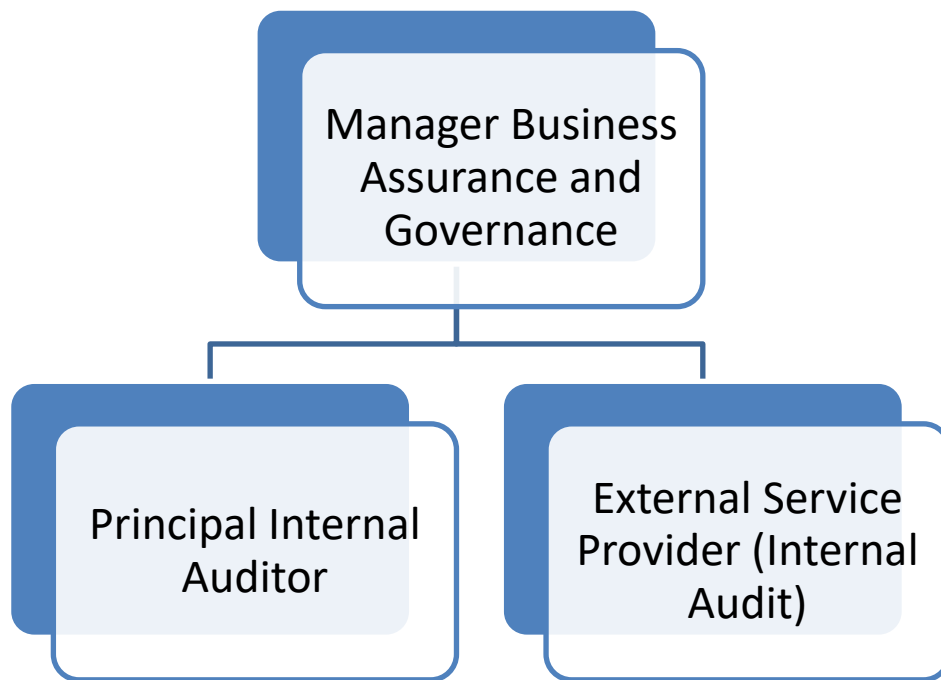
**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

### Other Information:

This position will also have key relationships with the Executive Leadership Team, General Counsel, Managers, and other key staff across the organisation. The position of Internal Auditor will have the following authority to enable the conduct of their role: -

- To have complete and unfettered access to any Council premises, including all offices, stores, works depots, community halls etc. used by Council in the conduct of its operations or activities
- To have complete and unfettered access to any books of account, records, files (electronic or otherwise), documents or other associated items relating to the operations of Council.
- To be supplied with all relevant information requested

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Business Assurance and Governance Department.

## CORPORATE ACCOUNTABILITIES

**The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.**

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
6	To engage with the community in accordance with Council's policies
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To develop and manage budgets
10	To achieve best value for money
11	To efficiently manage built assets and resources

## CORPORATE ACCOUNTABILITIES

12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
22	To provide advice to support ET and Council/lors in decision making
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## **OUR VALUES**

All employees at City of Ryde are to observe our values which are:

### **Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

### **Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

### **Accountability**

We are honest, transparent and act in the best interest of Council and the community.

### **Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

### **Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

## **DELEGATIONS**

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the Chief Executive Officer is to be reviewed and signed by the employee on commencement.

## **DESIGNATED POSITION**

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	