

Moreland City Council

POSITION DESCRIPTION



POSITION TITLE:	Audit and Quality Assurance Administrator
POSITION NO:	
CLASSIFICATION:	Band 5
EBA/AWARD:	Moreland City Council Enterprise Agreement
DEPARTMENT:	Business Transformation
BRANCH:	Corporate Governance
WORK UNIT:	Integrity, Risk and Resilience
REPORTS TO:	Unit Manager Integrity, Risk and Resilience
SUPERVISES:	Nil
PREPARED BY:	Manager Corporate Governance
APPROVED BY:	

As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

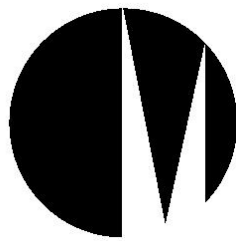


DATE CREATED: July 2019

DATE MODIFIED: 18 September 2020






DATE APPROVED: 20 September 2020

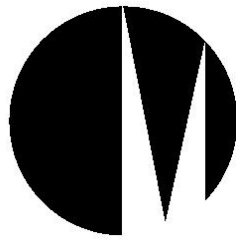
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1. POSITION OBJECTIVES:

The Audit and Quality Assurance Administrator is responsible for administering and coordinating the elements of Council's Internal Audit function, including the Audit and Risk Committee, administering the timelines associated with delivery of the internal audit program, supporting the Internal Audit Contractor and coordinating the delivery of actions arising from Committee and Internal Audits. The position will undertake internal auditing to provide assurance on internal controls, corrective actions and commitments to audit outcomes. This position will support the establishment of quality system principles and controls to strengthen Council's procedural framework through the internal audit activities and pro-active assurance activities.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes



2. KEY RESPONSIBILITY AREAS:

Internal Audit Program

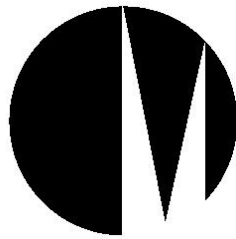
- Coordinates Council's Internal Audit Program, including working with key internal stakeholders and externally appointed contractors to coordinate the key inputs that develop and deliver the annual audit program.
- Coordinates the development and approval of individual audit scopes across Council in conjunction and on behalf of the internal audit contractor.
- Coordinates key timelines to ensure Memorandum of Audit Planning's are received by the internal audit contractor in a timely manner and approved by key stakeholders in accordance with the Memorandum of Audit Planning Process endorsed by the Audit and Risk Committee.
- Coordinates scheduling of key meetings and milestones to ensure a pro-active and planned approach is in place that supports completion of audits as agreed in the Annual Internal Audit Plan and presentation to the agreed Audit and Risk Committee meeting.
- Establishes and maintains an Outstanding Audit Action Register to document all actions arising from the internal audit program.
- Manages the internal audit program and internal audit contractor to prepare, endorse and deliver the internal audit program.
- Through partnering with the business, ensures that Branch and Service Unit Managers understand their role in an internal audit or reporting to the Audit and Risk Committee to support their success.

Audit and Risk Committee

- Works with the Unit Manager Integrity, Risk and Resilience to prepare agendas for Audit and Risk Committee meetings and supports the Committee to run effectively and efficiently.
- Coordinates the programming and production of Committee agenda items in accordance with the Committee Charter, Committee Work Plan, Audit actions and business actions arising through Committee meetings.
- With the support of the Unit Manager Integrity, Risk and Resilience, documents and maintains the Audit Improvement Plan.
- Establishes and maintains a Business Arising Action Register to document all actions arising from the Audit and Risk Committee meetings.
- Works back with internal stakeholders to ensure that progress against outstanding actions is documented in the Outstanding Audit Action Register and/or Business Arising Action Register and is up to date prior to any Audit and Risk Committee meeting.
- Records minutes and actions from Audit and Risk Committee meetings.
- Coordinates the completion of an annual Audit and Risk Committee health check, including members and regular attendees.

Quality Assurance

- Coordinates and supports the team led quality assurance auditing of Council services to assess Council's performance against the Local Government Performance Reporting Framework, providing mid and end of year assurance to the Victorian Auditor General's Office in addition to fulfilling statutory requirements.



- Support the establishment of quality system principles and controls to strengthen Council's procedural framework through the internal audit activities and pro-active assurance activities.
- Assess and provide assurance to the Manager Corporate Governance and Audit and Risk Committee that work areas have completed what they have committed to.
- Supports the coordination of Fraud and Corruption control through prevention and detection activities.
- Supports the completion of integrity audits across Council, mapping practises against policy for the Unit Manager Integrity, Risk and Resilience and Manager Corporate Governance.
- Administrative coordination of corrective actions.

Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Occupational Health & Safety

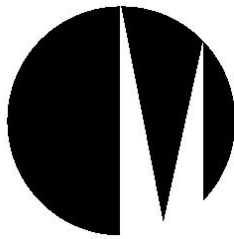
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.



3. ORGANISATIONAL RELATIONSHIP:

Internal Liaison: Risk Management Committee, Corporate Management Team, Managers, CEO.

External Liaison: Chair Audit and Risk Committee, Independent Members – Audit and Risk Committee, Internal Audit Contractor.

JOB CHARACTERISTICS RELEVANT TO THE POSITION

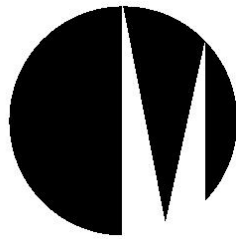
The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6).

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Freedom to act is governed by clear objectives and close supervision, with frequent prior consultation with more senior staff and a regular reporting mechanism. The effect of decisions and actions taken may be significant, but an avenue of appeal or review by a more senior employee is always available.
- When providing support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions will often have an impact upon the performance of the employee(s) being supported.
- Accountable for the delivery of timely, accurate and effective advice to clients and/or support to more senior employees.
- Accountable for the coordination, implementation and maintenance of the Audit and Risk Management Committee Work Plan.
- Accountable for the coordination of programming the delivery of the Strategic Annual Internal Audit Plan.
- Accountable for the coordination and maintenance of the Outstanding Audit Action and Business Arising Registers, supporting achievement and reporting of actions.
- Accountable for administering the functions, members and meetings of the Audit and Risk Management Committee.
- Participate in the preparation, development, implementation and evaluation of system procedures, protocols and processes in relation to audit and quality assurance.

5. JUDGEMENT AND DECISION MAKING:

- The objective of the work is usually well defined, but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
- Duties may involve problem-solving, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience. Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and come creativity and originality is required.
- Guidance and advice would usually be available within the time required to make a decision.
- The nature of the work requires judgement to provide support and information to facilitate the timely completion of actions through the audit program and Audit and Risk Management Committee.



6. SPECIALIST KNOWLEDGE AND SKILLS:

- An understanding of the relevant technology, procedures and processes used within the operating unit.
- An understanding of the role and function of the senior employees who may rely on the support of this position, an understanding of the long-term goals of the unit in which they work, and an appreciation of the goals of the wider organisation.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents is also required.
- An understanding of the underlying principles of ISO9001 and experience with quality management systems.
- High level of proficiency with IT applications and packages including Microsoft Office.
- Sound organisation, coordination and administrative skills.
- An understanding of protocols and functions of all Council departments / operations.

7. MANAGEMENT SKILLS:

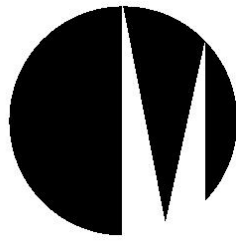
- Skills are required in managing time, setting priorities and planning and organising one's own work (and, where applicable, the work of other employees) to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Highly developed organisational skills with the ability to administer and coordinate the delivery of key elements of the internal audit program and the Audit and Risk Committee in accordance with outlined expectations and within the scope of the position.
- Ability to simultaneously manage a number of work elements within timelines.

8. INTERPERSONAL SKILLS:

- An ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Highly developed verbal and written communication skills with the capability in writing reports in the appropriate field of expertise and/or to prepare external correspondence.
- Capable of showing initiative and being proactive with an achievement and results orientated attitude.
- Ability to work both independently with minimal supervision and within a team environment.

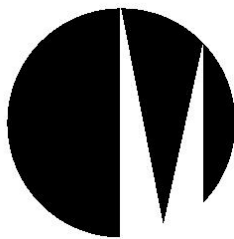
9. QUALIFICATIONS AND EXPERIENCE:

- The skills and knowledge needed are beyond those normally acquired through completion of secondary education alone. Typically, the necessary skills and knowledge would be gained through completion of a degree or diploma course with little or no relevant work experience; through lesser formal qualifications with relevant work skills; or through relevant experience and work skills commensurate with the requirements of the duties in this position.
- Relevant experience in an administrator role.
- High attention to detail with exceptional organisation skills.
- Experience working with ISO9001



10. KEY SELECTION CRITERIA

- Relevant qualification in risk management or business administration with some relevant experience or lesser formal qualifications with substantial relevant experience in municipal administration / risk management or related field.
- An understanding of Quality Assurance principles and typical procedures.
- An understanding of Internal Audit and a committee environment.
- Demonstrated experience and ability to administer a complex program of delivery with multiple stakeholders.
- Initiative, independence and ability to work in a team.
- A high level of organisational skills.
- Demonstrated ability in managing multiple tasks and priority setting skills.
- Computer skills with knowledge of IT applications and packages including Microsoft Office.



11. PHYSICAL REQUIREMENTS OF THE POSITION

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(✓)	()
-below 10kgs	()	()	(✓)	()
Manual handling frequency	()	()	()	(✓)
Repetitive manual work	()	()	()	(✓)
Repetitive bending/twisting	()	()	()	(✓)
Working with arms above head	()	()	()	(✓)
Lifting above shoulder height	()	()	()	(✓)
Using hand tools – vibration/powered	()	()	()	(✓)
Operating precision machinery	()	()	()	(✓)
Close inspection work	()	()	()	(✓)
Wearing hearing protection	()	()	()	(✓)
Wearing eye protection	()	()	()	(✓)
Working in dusty conditions	()	()	()	(✓)
Working in wet/slippery conditions	()	()	(✓)	()
Wearing Gumboots	()	()	()	(✓)
Wearing safety shoes/boots (steel cap)	()	()	(✓)	()
Working with chemicals/solvents/detergents	()	()	()	(✓)
Washing hands with soap (hygiene)	()	()	()	(✓)
Working at heights	()	()	()	(✓)
Working in confined spaces	()	()	()	(✓)
Working in chillers (+4 degrees C)	()	()	()	(✓)
Performing clerical duties	()	(✓)	()	()
Working on a keyboard	()	(✓)	()	()
Driving cars and/or trucks	()	()	(✓)	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

- simultaneous talking on the telephone and writing down of notes
- climbing stairs
- some sustained neck flexion may be required when reading documents
- some twisting in a seated position to access drawers at the desk
- some bending below the knee to access files and books

12. Employee Acknowledgement

This is to certify that this position description has been prepared and/or reviewed by both the employee and their supervisor/manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)