

Position Title	Risk and Internal Audit Officer
Position Number	1006
Division	GOVERNANCE & HUMAN RESOURCES
Branch	Governance
Special Requirements	The appointee to this position may also be required to be eligible for appointment to and/or to hold appointment as a statutory officer under various laws applicable to Norfolk Island. Appointees to this position will be expected to fulfil their duties, functions and powers as Regional Council employees in addition to, and separately from, any statutory office holder duties functions and powers
Salary Level	Level 9
Reports to	Executive Manager Governance & Human Resources

Position Objectives

The primary purpose of the position is to conduct internal audits of the Norfolk Island Regional Council (NIRC) processes and structures within allocated resources and time constraints, and to provide administrative support to the Risk and Audit Committee, senior management and business managers of the Council.

Key Accountabilities

1. Manage the execution of the annual audit plan, as approved by the Risk and Audit Committee, including:
 - Conduct Audits and reviews of the Council's operations for compliance with current legislation, administrative instructions, policies, guidelines and professional standards
 - Conduct Audits and reviews of the Council's operations to determine whether processes are operating efficiently and effectively and develop strategies to resolve problems or issues identified
 - Conduct investigations, reviews and special projects across the Council's operations as requested by the General Manager (GM) or the Audit Committee
2. Conduct and report on risk, financial, compliance and performance audits of NIRC programs, activities or functions, providing written reports outlining audit findings including recommendations for improvement and remedial action
3. Provide advice, support and recommendations to the Council's senior management on a range of internal audit, compliance and risk management matters, in accordance with legislative requirements, policies and procedures and professional standards
4. Coordinate the overall performance and improvements of risk and audit procedures, including identifying and defining issues and developing appropriate strategies to address these issues
5. Develop and implement audit policies and provide practical advice to Group Managers with respect to improving the effectiveness of risk management, control and governance processes
6. Implement the recommendations of the independent Risk and Audit Committee
7. Provide leadership and oversee the workload and priorities of the Work Safety and Risk Officer

8. Identify and source insurance requirements of the Council, in areas including but not limited to broking services; budgeting of premiums; premium affects reporting; and incident monitoring and reporting
9. Liaise with the Council’s external Auditors as required

Competencies

- Demonstrated experience in developing and executing an internal audit program
- Demonstrated experience in undertaking a range of risk management and compliance activities, such as audits, process and internal control reviews, and business continuity management
- Ability to ensure effective sourcing and operation of insurance requirements of the Council
- Analytic skills to assess and actively contribute to the ongoing development and improvement of corporate compliance and risk management services
- Demonstrated capacity to work both autonomously and in a team environment while building and sustaining positive relationships with internal and external stakeholders
- High level communication, interpersonal and negotiation skills which enables cooperation and constructive interaction, within the organisation, and also externally when required
- High level of conceptual and problem solving skills to test and analyse systems and processes
- Demonstrated high-level written skills with proven ability to prepare clear, concise, and well-organized narrative reports, legible audit working papers and develop audit policies
- High level of computer literacy, proven ability with Office programs, Data and Financial Information systems to generate quality outputs
- An understanding at a high level of workplace equity, health and safety principles and practices
- A proven work-related history and competence in Legislative interpretation in a public sector organisation

Qualifications

- Tertiary qualification in accounting, finance, economics, business or risk management
- At least three year’s work experience in a related field
- Current Class C driver’s license

Date Authorised

March 2019