



POSITION DESCRIPTION

Position:	Senior Internal Audit Manager
Work Area:	Governance and Risk Management
Classification:	Level 9
Supervisor:	Director, Governance and Risk Management

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF GOVERNANCE AND RISK MANAGEMENT

UniSC is a uniquely successful, regionally focused institution with a growing international profile. We are seeking to make a difference in our region from Moreton Bay to Fraser Coast. UniSC comprises six Schools uniting multiple disciplines including nursing and midwifery, health and behavioural science, sciences, law, social sciences, education, engineering, biomedical science, paramedic science, and tertiary access with over 18,000 students enrolled across a wide range of undergraduate and postgraduate programs.

Internal Audit is part of the Governance and Risk Management function which reports to the Vice-Chancellor and President. Governance and Risk Management is responsible for the development and maintenance of the University's Governance and Risk Management frameworks and processes. This includes facilitating reporting to the University Council and its Committees and the management of the University's Policy Framework. The function of Governance and Risk is a core activity in, and crucial to UniSC's approach to managing its business to support teaching, research and the administration of the university. The work area is grounded within a framework that fosters accountable, consistent and transparent decision-making with a shared understanding of risk.

Other areas within Governance and Risk Management include Risk Management and Compliance, Policy Development, Legal Services, Quality & Assurance, the University Secretariat, and the Student Ombudsman. The University Secretariat provides governance and secretariat support to facilitate the running and operation of the University Council and its Committees (Council Secretariat) and Academic Board and its Standing Committees (Academic Secretariat).



The scope of Internal Audit extends across all areas of the University and works with management to systematically review systems and operations, providing effective analysis and advice on processes and implementation of best practice solutions to ensure the University's ongoing success and progression towards its strategic objectives.

PRIMARY OBJECTIVES OF THE POSITION

1. Drive the development and successful delivery of the Internal Audit Plan for the University

Lead the development and execution of the Internal Audit Plan, ensuring alignment with the University's strategic objectives and risk appetite. Provide high-level assurance to senior leadership on the internal control environment, contributing to effective decision-making and operational resilience.

2. Foster a culture of continuous improvement

Promote best practices in assurance, risk management and internal controls by delivering insights that enhance operational efficiency and safeguard the University's assets. Support the development of risk-aware systems, policies, and processes that strengthen the University's overall control environment.

3. Build strategic partnerships and influence

Cultivate strong relationships with stakeholders, including senior leadership and the Audit and Risk Management Committee. Collaborate to address key audit findings and shape risk and assurance strategies that drive positive outcomes for the University.

NATURE AND SCOPE OF POSITION

The Senior Internal Audit Manager is a specialist professional position that makes a significant and valuable contribution to strategy and business activities of the University by providing independent, expert analysis and advice on risk management, internal control, corporate governance systems and processes across all organisational areas. The role requires strategic thinking and a strong ability to convert strategies into actionable plans.

The role provides an independent, objective assurance and consulting service designed to add value and improve organisational effectiveness and enhance the effectiveness of risk management, control, and governance processes across the University. This requires substantial expertise and extensive experience in applying contemporary and best practice internal audit methodologies and risk management principles.

The Senior Internal Audit Manager functionally reports to the Director, Governance and Risk, and is also accountable to the Audit and Risk Management Committee of Council.

Given the nature of the role specified above, the Senior Internal Audit Manager must be able to demonstrate analytical and problem-solving skills, supported by:

- Strong knowledge of contemporary and best practice internal audit, risk and compliance frameworks and methodologies.
- Demonstrated ability to take a strategic perspective and act with independence to successfully deliver the Internal Audit plan.
- Demonstrated ability to effectively engage with stakeholders, be seen as a trusted business partner and to add value to the organisation.



- Strong written and communication skills, with the ability to deliver insightful, clear, concise audit reports to meet the needs of stakeholders.
- Strong stakeholder and project management skills for delivery of multiple reviews in a coordinated and timely manner.

INTERPERSONAL RELATIONSHIPS

The Senior Internal Audit Manager is expected to develop a close working relationship with relevant areas across the University, as well as developing productive working relationships with external audit providers (including co-source partners and the Queensland Audit Office).

Demonstrated interpersonal skills that enable the Internal Audit Manager to liaise, negotiate and influence effectively with university staff at all levels are also required. In particular, the Senior Audit Manager must have demonstrated experience of working with, and advising, senior and executive officers and the Audit and Risk Management Committee.

KEY ACCOUNTABILITIES OF THE POSITION

1. Manage the full audit cycle, including developing and delivering the Internal Audit Plan for the University, ensuring its timely execution within budget, contributing to the achievement of the University's strategic goals and aligning with compliance, risk, and control objectives.
2. Lead, perform, and direct independent reviews and internal audits to ensure the design adequacy and operating effectiveness of the University's internal control environment, while complying with internal policies, procedures, and relevant external legislation. Identify opportunities for process improvements and risk mitigation.
3. Collaborate with co-source internal audit partners to ensure the successful delivery of internal audits and reports that align with the University's Internal Audit Plan and strategic objectives.
4. Engage proactively and collaborate with Executive and Senior Managers to develop and implement acceptable solutions to address issues or gaps identified in the internal control environment, following up as required to enhance accountability, drive continuous improvement, and ensure the agreed-upon remediation actions are effectively implemented.
5. Communicate audit findings and key issues by providing clear, concise, and timely reports and presentations to key committees, including the Audit and Risk Management Committee, Executive, and Senior Management, ensuring solutions are well-understood and actionable.
6. Provide strategic advice during the development or amendment of systems, policies, or procedures, focusing on areas related to risk, control, and recovery measures to enhance operational effectiveness and reduce vulnerabilities across the University.
7. Present audit findings and insights to key University committees, ensuring Executive and Audit and Risk Management Committee members are regularly informed of critical issues and proposed solutions through concise, insightful presentations.
8. Review and appraise the adequacy of financial and operational controls, safeguarding the University's assets by ensuring effective control measures are in place and risks are mitigated, while identifying opportunities for enhancing operational efficiency.



9. Ensure compliance with established policies, procedures, and external regulations, while identifying opportunities to enhance operational efficiency and maintain a strong control environment.
10. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

The Senior Internal Audit Manager must demonstrate they meet the following **selection criteria**:

1. Education, training and experience equivalent to the completion of a relevant postgraduate qualification, combined with extensive expertise and experience. In addition, Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Chartered Accountant (CA), or Certified Public Accountant (CPA) or other relevant industry body.
2. Significant experience in conducting internal audit reviews and risk-based assurance activities, and managing co-sourced internal audit partner relationships in complex environments.
3. Experience in a senior leadership role within a complex organisation characterised by robust governance structures and administrative processes.
4. Ability to develop and successfully project manage and deliver Internal Audit plans on time and within budget.
5. Demonstrated resilience, strong self-awareness, and the ability to effectively balance competing demands in a dynamic environment.
6. Excellent communication skills, both in the preparation of written documentation and the effective liaison with stakeholders, including senior and executive staff and external stakeholders.
7. Proven ability to lead, perform and direct independent review and internal audits with high levels of integrity and influence.
8. Ability to work proactively, independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
9. Ability to initiate, design, develop, and implement new policies, practices, and business systems. Experienced in creating and refining internal audit and assurance frameworks that enhance efficiency and align with organisational goals.
10. Highly developed computing application knowledge and data analytic skills, including contemporary technologies designed to deliver insights and solutions, with meticulous attention to detail while working under pressure.

Desirable

11. Solid understanding of university operations and systems, with practical experience in navigating the academic and administrative landscape of higher education institutions.



Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.