

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Internal Audit Consultant
Position Number:	522645
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Office of the Secretary – Internal Audit
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Head of Internal Audit
Effective Date:	May 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Membership of a relevant professional organisation and/or relevant academic qualifications Current Driver's Licence
Position Features:	The occupant will be required to travel within the State on an intermittent basis due to the Branch's Statewide focus

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Background:

The Internal Audit unit is an independent and objective assurance and advisory activity that is guided by a philosophy of adding value to improve the operations of the Department of Health (DoH). It assists the DoH in accomplishing their objectives by bringing a systematic and disciplined approach to the evaluation of the organisations' governance, risk management and control environments and recommends improvements to their efficiency and effectiveness through the conduct of internal audits.

Primary Purpose:

In accordance with Internal Audit's policies, principles and standards, the Internal Audit Consultant will develop and implement client focused internal audits that contribute to improvements in governance, risk management and control systems across the DoH.

Deliver broadly-scoped, high level internal audit services/reviews, either autonomously or as the lead auditor in a team review.

Duties:

1. Undertake audit reviews of operational efficiency and effectiveness, control systems, compliance and information management, from planning through to review completion and follow up, including reviewing the implementation of recommendations made.
2. Coordinate staff resources assigned to audit reviews.
3. Provide technical and administrative guidance and support to other staff members as required.
4. Provide a support role in sensitive and high impact special projects and/or investigations.
5. Maintain quality working papers and provide quality reports, including advice and recommendations, on outcomes of analyses, reviews and research or special projects.
6. Maintain relevant knowledge and understanding of client management activities and risks through collaborative working relationships.
7. Maintain relevant knowledge and understanding of internal audit practices.
8. Contribute to continuous improvement of branch practices and methodologies.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Internal Audit Consultant will:

- Work under broad direction from the Head of Internal Audit and is expected to exercise sound judgment and initiative, work with minimal supervision, and demonstrate autonomy in day-to-day activities.
- Either autonomously or as lead auditor, undertake approved internal audit reviews across a diverse range of business activities.
- Be responsible for maintaining the highest standards of quality, accuracy and timeliness of advice and for ensuring the effective and efficient use of resources.
- Provide input into branch planning and operational frameworks.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. High level of knowledge, understanding and experience of systems of internal control and business processes, audit planning and risk evaluation and audit methodologies, with an ability to apply that knowledge in a health (clinical and non-clinical) service delivery context in Tasmania, and the demonstrated ability to provide high level advice to others.
2. High level problem solving, research and analytical skills, including the ability to present findings clearly and appropriately, and recommend practical, value-adding solutions to management.
3. Strong interpersonal, collaboration, negotiation and conflict resolution skills, with the ability to effectively communicate as an advisor to all levels of management and staff in a diverse and politically sensitive organisation.
4. An understanding of and a demonstrated commitment to a team approach, together with demonstrated capacity to exercise independent judgment and initiative.
5. High level organisational skills, including the ability to plan, coordinate and be responsible for several concurrent activities, while working in an environment subject to strict time frames.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).