



Senior Auditor

Position Detail			
Reports To	Audit Manager	Group	Internal Audit
Classification	ASA 7B	Location	Canberra, Brisbane, Sydney, Melbourne
Reports – Direct Total	Nil		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two air traffic services centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

Primary Purpose of Position

As **Senior Auditor** you will undertake a range of tasks to ensure that Internal Audit provides high quality of work and fulfils its purpose of providing assurance to the Board over risk management and control processes.

You will contribute your specialist internal audit skills, and general risk management knowledge, on a range of complex audits across all areas of the organisation, including technical specialist functions. A key consideration in successfully performing this role is exercising your skills in influencing and negotiating with our audit customers including the Executive team to achieve a strong, but practical, control environment. You will actively consult and co-ordinate with both our audit customers and the Internal Audit team to maintain our position of auditing “with” the business not auditing “to” the business.

You will also actively contribute to innovation of the internal audit process by identifying new ways of working, how they can be applied to Internal Audit, and applying adopted innovations within the audit work performed.

The role of Senior Auditor covers all functions and locations of Airservices. Periodic travel (both interstate and intrastate) is a requirement to fulfil the role.

Accountabilities and Responsibilities

Position Specific

You are required to apply your professional and technical knowledge and experience to achieve your objectives. Supervision of you and your work will be limited but reflective of the professional standards for internal auditing. You will work collaboratively with both the manager for the audit and your customers, to meet deadlines and deliver the high quality technical standards required for internal audit. Specifically, you will:

- Undertake complex audits to a high quality of execution and within time restrictions / budgets. Any barriers to achievement will be actively managed with adjustments of outcomes negotiated as required with the Internal Audit team and/or audit customers.
- Apply your technical skills to critical thinking and root cause analysis processes to assess complex issues and weaknesses identified during audits. Gain a deep understanding of the complexities, and influence and negotiate with audit customers to support them to identify actions that are practical and outcomes focussed.
- Using your professional audit expertise, apply the Airservices risk management and control framework in performing complex audits, assessing control weaknesses, and influencing audit customers in corrective actions.
- Communicate audit results in a clear and concise way that distils the complexity of the audit and supports the business unit to understand their control environment exposures and take practical and outcomes focussed action.
- Using your experience and technical expertise, identify where there is a need for change within the business unit being audited. With reference to risks and options, influence and negotiate with audit customers to derive at practical and outcomes focussed actions.
- Apply your specialist audit knowledge and experience to critically assess the processes applied by Internal Audit, and influence the team to critically assess opportunities for change and efficiency in audit processes.
- Perform internal audits to the level of professional competence as required by the international standards for the performance of internal audit.

People

- Maintain an effective working relationship with other Airservices staff and the leadership team to ensure that there is effective coordination of all activities in support of organisational objectives.
- Maintain effective working relationships with co-source professional services firm resources and/or subject matter experts as required.
- Engage with the right people, at the right time in the right way to maximise the effectiveness and efficiency of the audit process.

Compliance, Systems and Reporting

- Demonstrate awareness of enterprise governance systems and policies, including Safety, Environmental, WHS, Risk and Compliance.

Safety

- Demonstrate safety behaviours consistent with organisational strategies.

Key Performance Indicators

Efficient, Effective and Accountable

- Complete all assigned audits:
 - Within the budgeted timeframes
 - To required standards per the Internal Audit methodology and the Institute of Internal Auditors International Professional Practices Framework
 - On site of the business unit being audited (including interstate)
- Apply critical thinking, business acumen and take a collaborative approach with the business area for all issues raised / reported including but not limited to application of:
 - Root cause analysis techniques (demonstrating looking beyond the symptom)
 - Airservices risk management and control framework
- Achieve high levels of client satisfaction survey results of “satisfied” or “extremely satisfied” for audits executed
- Demonstrate and apply continuing learning and development within internal audit.

Commercial

- Incorporate data analytics into the execution of all audits to inform the focus of the audit (except where approval is obtained to not use data analytics). Apply critical thinking to inform the analytics performed.

Safety

- Compliance with safety, risk, environmental and any other standards.

Key Relationships

- Audit Managers – liaise, co-ordinate, and negotiate with regarding the completion of individual audits and the results of the audits
- Internal Audit team, including guest subject matter experts and professional service providers – liaise and co-ordinate with the broader team to support achievement of the team objectives
- Staff across Airservices – liaise broadly across the organisation to co-ordinate in execution of our work, and negotiate on outcomes of audits.

Skills, Competencies and Qualifications

Skills

- Demonstrated experience in internal audits of complexity
- Demonstrated ability to work independently across complex audits, including multiple audits where needed, in collaboration with business units across the organisation
- Demonstrated ability to quickly understand complex and/or specialist areas to execute audits, including working with external subject matter experts where needed.
- Ability to communicate complex information, both written and verbal, adapting to the audience

Competencies

- Collaboration both within the Internal Audit team and across Airservices – show an interest in and understanding of others, adapts to and influences the team and /or audit customers in building team spirit
- Apply to the execution of audits, critical thinking / consideration of both the internal and external environment – focus on the needs of our customers and stakeholders, uphold high standards for quality of work.
- Apply to the execution of audits commercial and practical thinking, and awareness and consideration of the organisational context – apply your specialist audit knowledge and experience, share your knowledge and expertise with others.
- Positive learning attitude with a commitment to continuing development – generate new ideas or approaches and actively contribute to the improvement of the team

Qualifications

- Qualifications in business, audit, engineering, information technology, or other relevant fields or equivalent experience / qualifications. Supplementary professional qualifications to demonstrate continuing professional learning
- Membership of a relevant professional body to demonstrate a commitment to your chosen profession.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy

- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.