THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

Internal Audit forms part of the Governance and Risk Division. This Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes.

The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks facilitating their adoption, and providing assurance on their effectiveness.

Internal auditing is an independent and objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

UQ Internal Audit adds value by assisting the UQ Senate and management in the effective execution of their responsibilities by providing assurance on the effectiveness of governance, risk management and internal controls, including the manner in which the first and second lines of defence achieve risk management and control objectives.

The scope of Internal Audit includes the whole of UQ including its controlled entities.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The position assists the Associate Director Internal Audit in providing independent objective assurance to the Executive, Senate, Senate Risk and Audit Committee and heads of organisational units with the aim of ensuring the effectiveness, security, stability and sustainability of the University’s operational, financial and information systems.

Duties

Duties and responsibilities include, but are not limited to:

- Provide input to the Associate Director Internal Audit on the development of the Annual Internal Audit Plan and strategy
- Carry out planned and ad hoc Internal Audit activities in accordance with the Institute of Internal Auditor’s professional practices framework and the established annual Audit Plan.
- Contribute to the development and maintenance of an effective audit methodology.
• Review and report on University activities to assess that:
  o Risks are appropriately identified and managed;
  o Significant financial, managerial and operating information is accurate, reliable and timely;
  o Employees act in compliance with policies, standards, procedures and applicable laws and regulations;
  o Resources are acquired economically, used efficiently and adequately managed;
  o Internal controls are adequate and operating as designed.
• Review projects to ensure the establishment and maintenance of an appropriate level of internal control, taking into consideration risks, exposures and priorities and provide independent advice to management in the project governance process.
• Form an opinion on the results of audit work and prepare quality, timely and relevant assurance reports with emphasis on improvement of systems, procedures and services.
• Liaise with University management and external auditors with a view to reaching balanced and cost-effective resolution of audit matters raised.
• Provide advice and assistance to business owners in implementing good practice governance standards and the University’s policies and procedures, and have input into the development of relevant University policies.
• Be responsible for the completion of individual tasks while focused on the achievement of quality objectives of service, productivity, sound business practice, and continual improvement.
• Assist the Associate Director Internal Audit in evaluating emerging Internal Audit trends and developing and implementing best practice Internal Audit policies and procedures.
• Any other duties as required by the Associate Director Internal Audit.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

Organisational Relationships

The position reports to the Associate Director Internal Audit who in turn reports functionally to the Senate Risk and Audit Committee and administratively to the Director Governance and Risk.
To provide further for the independence of the Internal Audit function, the Associate Director Internal Audit has direct access to the Chair of the Vice Chancellors Risk and Compliance Committee, the Chair of the Senate Risk and Audit Committee and the Vice-Chancellor and Chancellor.

**SELECTION CRITERIA**

**Essential**
1. Completion of a relevant commerce or business degree and membership of a relevant professional body (e.g. CPA/CA/CIA etc.); and/or an equivalent combination of relevant experience and/or education/training;
2. At least 5 years’ audit experience, the majority preferably in internal audit;
3. Demonstrated experience (at least three years) of working in a large complex organisation;
4. Demonstrated knowledge and experience of contemporary assurance concepts as well as a good understanding of corporate governance and organisational management principles;
5. Demonstrated experience in conducting operationally focused audits;
6. Well-developed oral and written communication skills;
7. Well-developed planning, diagnostic, analytical and evaluation skills and ability to make constructive professional judgments;
8. Effective organisational skills – ability to set priorities, meet deadlines and initiate follow-up action;
9. Ability to effectively utilise organisational IT systems to assist in the audit process;
10. A high degree of personal integrity, professionalism and discretion;
11. Excellent interpersonal, problem solving and negotiation skills and ability to form opinions with objectivity;
12. Ability to operate effectively in a team environment and ability to establish and maintain good working relationships;
13. Commitment to a high level of customer service;
14. Highly innovative, good initiative skills together with flexibility and reliability.

**Desirable**
1. Experience of working in a tertiary education institution.

The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au. Applications are also encouraged from women. This role is a full-time position; however flexible working arrangements may be negotiated.