

## Manager Internal Audit

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<b>College/Division</b>	Student Services and Operations
<b>School/Section</b>	Legal and Risk
<b>Location</b>	Hobart
<b>Classification</b>	HEO level 10 (18 months fixed-term, may extend. Flexible arrangements available)
<b>Reporting line</b>	Reports to Director Risk

### Position Summary

The University of Tasmania (the University) is committed to managing risks associated with its institutional objectives and values in the delivery of learning and teaching, research, community engagement and commercial activities.

The University of Tasmania Council delegates a range of activities to the Audit & Risk Committee including oversight of the internal audit activities.

The role of Manager Internal Audit is located within Legal & Risk, which is part of the Student Services and Operations Division. Legal & Risk is headed by the General Counsel and Executive Director Legal & Risk who reports to the Deputy Vice Chancellor, Student Services and Operations.

The Manager Internal Audit is responsible for:

- Support the Director Risk in the continuous management and improvement of the Internal audit function.
- Planning and Co-ordinating (with the assistance of the Director Risk) the delivery of the internal audit program.
- Identifying and facilitating effective fraud risk management practices including training and awareness across the University
- Coordinating and delivering ad hoc internal audit projects, compliance reviews and where appropriate, investigative activities (with the assistance of the Director Risk).

The Manager oversees a co-sourced internal audit model and position drives delivery utilising both internal and external skills and expertise.

The appointee will work collaboratively across the University in a highly professional manner with excellent written and verbal communication skills, highly developed organisational skills and a demonstrated ability to manage a range of competing and complex priorities.

The role is to be undertaken under the broad direction of the Director Risk and in line with the terms of reference of the Audit & Risk Committee.

Attendance at out-of-hours meetings and travel to other campuses and regional centres in Tasmania may be required and occasional interstate travel may be expected.

**We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**



### What You'll Do

- Manage, coordinate and continuously improve the delivery of an approved internal audit plan, comprised of internal and externally contracted resources, to deliver high quality outcomes for the University.
- Implement the University's internal audit framework ensuring it is robust and contemporary and positively support the University's overarching governance framework.
- Support the Director Risk to facilitate the efficient and effective operation of the Audit & Risk Committee in discharging its terms of reference.
- Ensure that key policies, procedures and guidance material attributed to the Internal Audit function (internal audit and fraud and corruption) are current, relevant and implemented.
- Support the Director Risk to drive a university-wide communications plan to educate, train and raise awareness within the University community in respect to internal control; fraud prevention, detection and response; and other relevant issues.
- Establish and maintain a constructive relationship with the Tasmanian Audit Office in respect of identified financial and non-financial issues impacting the University.

### What We're Looking For (success criteria)

You will have:

- A combination of tertiary qualifications and experience within a relevant field.
- Demonstrated success in an assurance role in a large and complex entity and understanding of contemporary practice in internal audit including knowledge of relevant legislation, regulations, codes and standards.
- A persuasive and confident communicator with high level interpersonal skills, encompassing written and oral elements, including the ability to prepare and deliver reports of a professional standard.
- Proven experience of high-level analytical thinking and problem solving, including the ability to analyse evidence and provide independent advice.
- Demonstrated success in facilitating a constructive, supportive, and collegial work environment.
- High-level organisational skills and a demonstrated ability to manage a range of complex competing priorities and deadlines.
- Autonomous and self-directed individual who works well both within a small professional team and independently.

### Other position requirements

- An understanding of the challenges facing Australian Universities.
- Membership of a relevant professional body.
- Some intrastate travel.
- Willingness to undertake a medical assessment based on meeting the inherent position requirements.



## University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

