



Auditing Specialist

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| Department/Unit | BPD Business Support |
| Faculty/Division | Buildings and Property Division |
| Classification | HEW Level 7 |
| Work location | Clayton campus |
| Date document created or updated | February 2018 |

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The position is located within **Buildings and Property Division (BPD)**. We provide facility management and support services for the teaching, research and business functions of the University. For more information about the work we do, please visit our website: www.fsd.monash.edu.au/

BPD Business Support provides a broad range of professional services for both the Division and directly to the University. Internally teams provide administrative, change management, risk, compliance, communications and reporting capability. Externally teams provide professional services in the areas of OHS, wellbeing and environmental sustainability. In addition, Business Support provides the first contact point for customer service and client relationship management.

Position purpose

The Auditing Specialist is responsible for coordinating a variety of ongoing internal and external audit programs across all Australian campuses as part of the university's certification requirements and legal obligations. As an objective, this fosters a proactive stance in the reduction of risks across the University.

The incumbent will also be responsible for providing specialist service and support to Monash staff at all levels to meet compliance requirements.

Reporting line: The position reports to the Senior Project Manager (Risk and Compliance) under broad direction

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Manage and conduct internal and external audit programs including conducting annual regular internal audits, and coordinating the appointment of external auditors
2. Ensure audit findings are recorded, reported and disseminated to stakeholders in a timely manner, with a focus on continual improvement and risk reduction
3. Compile and maintain a Corrective Actions Register for each audit and ensure that identified actions are documented completed within agreed timeframes
4. Develop and maintain BPD's Risk Register and Legislative Compliance Register
5. Plan, coordinate and lead legislative audits across BPD, including conducting audit meetings, creating audit reports, qualitatively assessing reports submitted by Legal Compliance Officers, OHS Consultants and Advisors, and negotiating agreed remedial actions to ensure conformance is achieved
6. Assist the university in maintaining its certification to AS 4801 and OHSAS 18001 by driving, planning, coordinating and leading relevant OHS Management System re-certification and surveillance audits across all Australian campuses, including assisting stakeholders to achieve compliance prior to external audits
7. Undertake specialised administrative tasks associated with Legal Compliance and certification requirements, including ensuring that all documentation is processed within established university procedures and guidelines, and developing, reviewing and improving audit tools, documentation and templates for internal audits
8. Actively contribute to the review, development and maintenance of legal compliance policy, procedures and guidelines to ensure consistent and safe work practices are implemented across the university and to support the operations of the division
9. Establish and maintain effective working relationships and ongoing communication with key stakeholders internal and external to the university
10. Keep abreast of legislative changes and ensure these are reflected across the Legal Compliance Framework and Register, and OHS Management System where relevant

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - A relevant degree or lead auditor qualification with significant subsequent relevant experience, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in the coordination of a proactive audit program across a large complex, outcome oriented organisation
3. Strong organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure
4. Experience and demonstrated ability to develop, implement and maintain efficient and effective administrative systems and databases
5. Demonstrated experience in working independently and autonomously under broad direction, as a member of a cohesive team with the desired ability to contribute to the strategic direction of the business unit
6. Highly developed communication and interpersonal skills including the ability to draft correspondence and reports, deal tactfully with people from a diverse range of backgrounds and effectively manage key stakeholder relationships
7. Comprehensive computer literacy skills including experience with contemporary business packages and tools such as the Microsoft Office suite of software, and the ability to acquire skills in the use of new software packages

Other job-related information

- Travel to other campuses of the university is required
- Overtime and out of hours work may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.