

## ABC POSITION DESCRIPTION

<b>Division:</b>	<b>Office of C.O.O</b>	<b>Position Title:</b>	<b>Manager Group Audit</b>
<b>Department:</b>	<b>Group Audit</b>	<b>Classification:</b>	<b>Executive Level 1 or 2</b>
<b>Location:</b>	<b>Ultimo – Sydney</b>	<b>Position No:</b>	<b>P223816</b>
<b>Reporting to:</b>	Head Group Audit – P185507	<b>Approval Date:</b>	<b>13/12/2016 HdGpAud</b>
<b>Purpose:</b> To develop and contribute to the implementation of the Group Audit Strategic Framework, Group Audit Charter and Annual Audit Plan as approved by the Audit & Risk Committee through the effective and timely delivery of high quality, professional internal audit services. To manage, mentor and develop the ABC Group Audit team.			
<b>Key Accountabilities:</b> <ol style="list-style-type: none"><li><i>Lead, Support &amp; Execute Strategic Audit Framework</i><ul style="list-style-type: none"><li>Support and assist in the development and execution of the Group Audit Strategic Framework, Group Audit Charter, Annual Audit Plan and quarterly Audit &amp; Risk Committee papers.</li><li>Supervise and manage the Group Audit team in the planning, oversight and delivery of assigned audits.</li><li>Schedule and manage the utilisation and delivery targets for the Group Audit team.</li><li>Undertake complex or sensitive reviews and special projects as directed by the Head Group Audit.</li></ul></li><li><i>Leadership &amp; Management of People</i><ul style="list-style-type: none"><li>Lead by example to foster an effective and collegiate team environment within ABC Group Audit.</li><li>Manage the performance and development of the Group Audit team including mentoring, recruitment, job reviews, job plans and performance appraisals.</li><li>Actively promote the ABC values and apply all relevant workplace policies and guidelines</li><li>All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers.</li></ul></li><li><i>Fraud Control &amp; Investigations</i><ul style="list-style-type: none"><li>Conduct fraud awareness training and provide fraud awareness advice across the ABC.</li><li>Undertake investigations and interviews as directed by the Head Group Audit.</li><li>Supervise Group Audit team members on investigations.</li></ul></li><li><i>Stakeholder, Resource and Relationship Management</i><ul style="list-style-type: none"><li>Manage relationships with key ABC Divisions and areas as set out in the Group Audit relationship management model.</li><li>Supervise and manage external service providers, including oversight of assigned audits, utilisation, costs and delivery targets.</li></ul></li><li><i>Professional Responsibilities</i><ul style="list-style-type: none"><li>Keep up to date on new developments and innovation in internal audit including methodologies, best practice and data analytics.</li></ul></li><li><i>Communication, Practice and Promotion</i><ul style="list-style-type: none"><li>Effectively and professionally communicate with ABC management and stakeholders on best practice audit and governance to promote Group Audit as a value added service across the organisation.</li></ul></li></ol>			
<b>Key Capabilities/Qualifications/Experience:</b> <ol style="list-style-type: none"><li>Appropriate tertiary qualifications and relevant professional qualifications are essential.</li><li>Demonstrated ability to apply internal audit, commercial, IT, accounting and/or investigative skills and experience in a medium to large corporation</li></ol>			

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3. Industry experience in media, broadcasting and/or government is strongly desired.
4. Demonstrated ability to meet tight deadlines with minimal direction and supervision.
5. Excellent written skills and demonstrated ability to prepare reports, submissions and papers to senior management and Board/ Audit Committee level.
6. Strong verbal communication and interpersonal skills and an ability to present and liaise effectively at all levels in an organisation
7. Effective project management and time management skills.
8. Demonstrated experience in the development, management and supervision of staff.
9. Appropriate experience in completing performance/ operational reviews of a sensitive or complex nature.
10. Excellent research and analytical skills essential.
11. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).