

Senior Auditor

Position Detail

Reports To	Audit Manager	Group	Internal Audit
Classification	ASA 7	Location	Canberra, Brisbane
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: execute internal audits as defined by the annual Internal Audit Plan, follow the internal audit methodology, use critical thinking and root cause analysis, and deliver insightful and clear communication of audit results. You will also contribute to innovation of the internal audit process by identifying new ways of working and how they can be applied to Internal Audit.

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

With limited day to day supervision, self-direct and manage workload and deadlines to:

- Deliver assigned audits to budget and technical execution requirements. Objectives of the audit will be met within the allocated deadlines, with barriers being notified and solutions identified.
- Actively apply critical thinking and root cause analysis in performing audits to identify the actual issue and not be symptom focussed.
- Apply the Airservices risk management and control framework in performing audits, and in identifying, defining and communicating issues.
- Communicate results of the audit clearly and concisely following the established template. Identify when the established template doesn't suit the audit and propose an alternate format.
- Within the context of audits being performed, identify the need for change within the business and identify risks and options.
- Identify new ways of working and how they can be executed within Airservices Internal Audit.

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Work 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 enterprise 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 client satisfaction survey results of “meeting expectations” or “exceeding expectations” for audits executed
- Demonstrate 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
- Internal Audit team, including guest subject matter experts and professional service providers
- Staff across Airservices

Skills, Competencies and Qualifications

- Internal audit technical skills
- Exhibit flexibility and adaptability in delivery and communication of audits
- Actively participate in the disruption and transformation of Internal Audit
- Collaboration both within the Internal Audit team and across Airservices

- Creativity and openness to new ideas and new ways of working
- Apply to the execution of audits commercial and practical thinking, and awareness and consideration of the organisational context
- Positive learning attitude with a commitment to continuing development
- 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.