

Position Title	Assurance Lead
Classification	Level 9
School/Division	People and Culture
Centre/Section	Employee Payment Project
Supervisor Title	Head of Financial Compliance
Supervisor Position Number	
Position Number	

Your work area

People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership and create opportunities at an institution renowned for its excellence.

Reporting structure

Reports to: Head of Financial Compliance

Direct reports: Software Engineer, Assurance Reporting Manager, Process Improvement Officer, Master Data Manager

Your role

The Assurance lead role is responsible for ensuring the integrity and effectiveness of the Employee Payment Project. The role will oversee the development and implementation of assurance frameworks, conduct thorough audits, and provide expert guidance to ensure compliance with relevant laws and UWA organisational policies. The role is critical to ensure high standards of quality and accountability are maintained throughout the program.

Your key responsibilities

Develop and implement a comprehensive University-wide assurance framework including strategic risks, compliance risks, operational and project risks.

Define and deliver program of improvement of payroll process, systems and data.

Conduct regular audits and reviews to assess the effectiveness of project efforts.

Design and implement detective measures and controls to find issues and root causes.

Design and implement preventative manual or system controls to ensure issues do not recur.

Identify and report on risks, issues, and areas of improvement within the program.

Provide expert advice and guidance on compliance and assurance matters.

Collaborate with Project Leads and cross-functional teams to ensure alignment with assurance standards.

Prepare detailed assurance reports to ensure compliance obligations are being met.

Prepare high level reports for Executive and Governance Committees.

Monitor and evaluate the implementation of corrective process and system improvements.
Stay updated on relevant laws, regulations, UWA policies and best practices in assurance and compliance.
Other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.
Extensive relevant experience at an appropriate level.
Strong analytical abilities to assess complex data and identify trends, risks, and areas of improvement.
High level of accuracy and attention to detail in all assurance activities.
Excellent verbal and written communication skills, with the ability to effectively convey assurance findings and recommendations.
Proficiency in identifying issues and developing practical solutions.
In-depth understanding of relevant laws, regulations, UWA policies and best practices in assurance and compliance.
Proven experience in conducting reviews and audits, preferably in HR or employee relations contexts.
Ability to identify, assess and mitigate risks within the program.
Strong interpersonal skills to work effectively with cross-functional teams and stakeholders.
Ability to manage multiple tasks and priorities to meet deadlines
Strong interpersonal skills to work effectively with cross-functional teams and stakeholders.
Certification in audit, compliance or related field is desirable.
Experience in employee relations or HR projects is desirable.

Special requirements (selection criteria)

There are no special requirements.

Compliance

Ensure you are aware of and comply with legislation and University policies.
To learn more about the Code of Conduct, see [Code of Conduct](#).
To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).
To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).