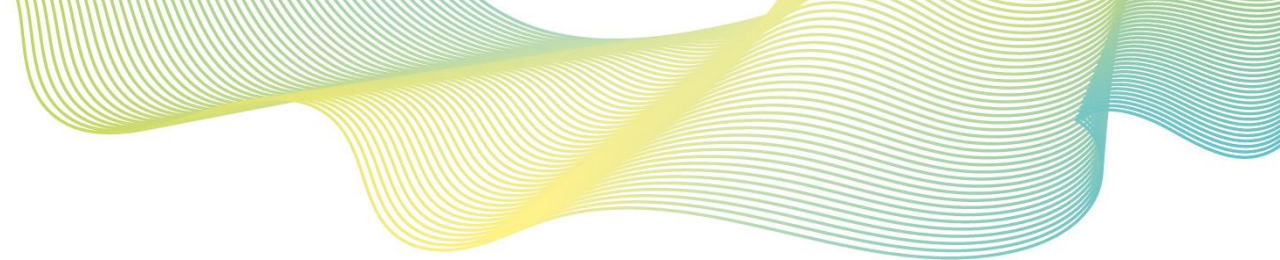


# Ready to challenge yourself?

At Hydro Tasmania, we're leaders in renewable energy, powering Australia with clean hydropower. We really care about making a difference for better, but it's a big job and we can't do it alone. Which is where you come in.

A career with us will support you to be the best you can be with open working relationships, genuine opportunity to try things your way and unwavering commitment to excellence.

**Together we'll make a difference.**



# Position Description: Assurance Lead

## Role Overview

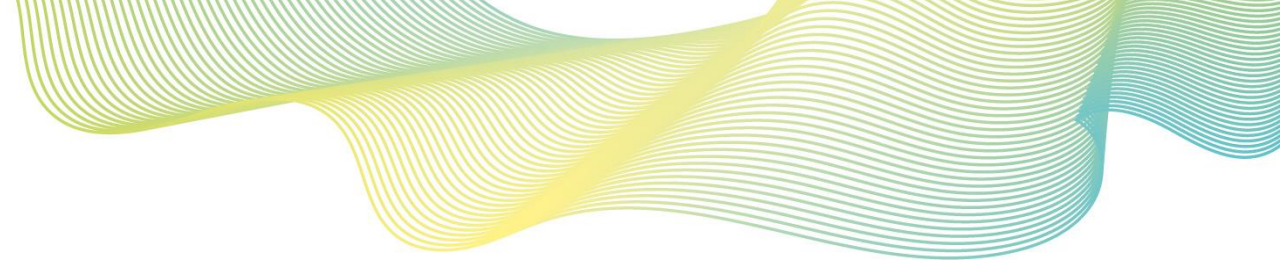
- **Position Classification:** EL6
- **Number of Direct Reports:** NIL
- **Team, Business Area:** People, Culture & Engagement
- **Immediate Manager:** Head of Internal Audit & Assurance
- **Manager-One-Removed (Skip):** EGM People, Culture and Engagement

## Role Purpose

The Assurance Lead is responsible for managing an effective assurance function that aims to monitor and assess how risks and controls are being managed at Hydro Tasmania and how internal processes are working. The role involves applying a systematic methodology to look at ways in which to evaluate the effectiveness of key controls critical to risk and compliance management; and to add value and improve the Corporation's operations.

This will include preparing assurance plans; scheduling and planning of audits; initiating audit activities, undertaking the assessment of controls and developing practical audit recommendations.

The role also includes working with external service providers, who are engaged to support specific engagements described in the strategic internal audit plan.



# Position Description: Assurance Lead

## Role Accountabilities

### Strategy Execution

- Lead the development of the strategic internal audit plan in consultation with the Head of Internal Audit & Assurance and key audit service providers
- Participate in business unit and team strategic planning processes as required

### Financial

- Manage internal audit services within allocated budget with direction from the Head of Internal Audit & Assurance
- Manage financial performance against annual/project budgets
- Manage external service providers to ensure value for money

### Leadership and Organisation

- Be a key leader in the delivery of an effective assurance function
- Engage with Senior Leaders and coordinate the assurance program across the business
- Prepare and deliver audit reports to the Hydro Tasmania Audit Committee
- Lead continuous improvement initiatives

### Technical

Manage the co-sourced internal audit function for the business, including:

- Deliver assurance projects through personal contributions and with the support of external service providers
- Manage the process for sourcing the provision of internal audit services to the business based on business requirements
- Develop the annual internal audit plan and make recommendations for the scheduling of audits covering risk based financial, compliance, performance and information technology project audits throughout the Corporation
- Coordinate internal audit plan activities to include regular review of processes to identify actual fraud, and business processes that may be susceptible to fraud
- Monitor and follow up on outstanding audit actions/recommendations, reporting regularly on the status of implementation of agreed audit actions to the Audit Committee and Hydro Leadership Team
- Undertake ongoing reviews of service providers against key performance indicators ensuring they are adequately skilled and capable to deliver the scope of requirements
- Conduct the review of performance of the Internal Audit function annually



# Position Description: Assurance Lead

## Candidate attributes

### Technical skills and qualifications

- Bachelor degree in accounting, finance, or a related field
- Possession of audit and accounting qualifications, including CPA/CA, or
- Any combination of training, education or experience that would provide the required skills, knowledge and abilities required for the role.
- Analytical and communication skills

### Desirable

- A Professional member (or willingness to be) of the Institute of Internal Auditors Australia

### Experience

- 5+ years of professional auditing experience with at least 2 years of audit supervisory or audit management experience
- Demonstrated capability to manage large contracts

### Technical- Continued

Support the external audit process, including:

- Coordinate the presentation of information from external auditors for the Audit Committee and Board to support the annual financial reporting process
- Prepare and coordinate all representations to external auditors regarding financial reports

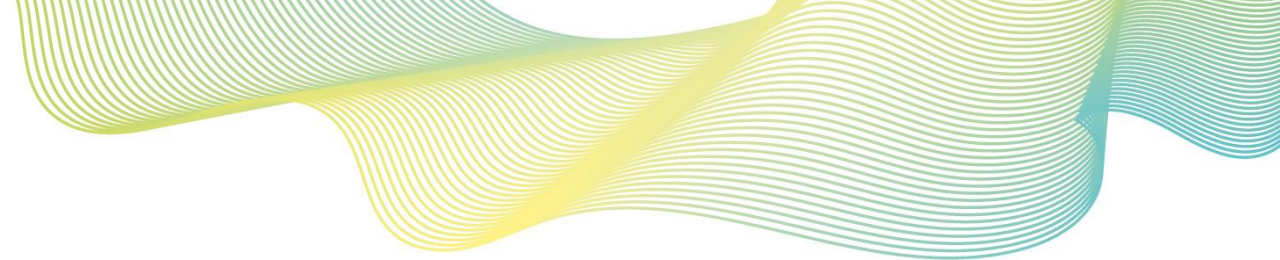
Support compliance and misconduct investigations, including:

- Manage significant compliance incidents, failures of internal control, and allegations of fraud, including financial misconduct
- Conduct and contribute to investigations into incidents of suspected non-compliance with the Corporation's Code of Conduct and with laws, regulations and Corporation policies and procedures

Develop and share knowledge across the business, including:

- Facilitate forums for sharing of governance and assurance knowledge across the Corporation
- Maintain internal audit procedures to ensure that best practice is taken account of and adopted across the business





# Position Description: Assurance Lead

## Capabilities

- Exposure to, or a background, in the principles of risk management, auditing practices used in large scale organisational and fiscal audits and an understanding of accepted Accounting and Auditing Principles and Standards
- Internal control systems; principles of management analysis and organisational design; principles and practices of supervision; control techniques and requirements related to accounting/auditing procedures and practices
- Ability to think strategically
- A demonstrated commitment to values based decision making
- Business acumen and an excellent track record in delivering positive and valued outcomes
- A collaborative approach with the ability and proven track record of building effective partnerships across the organisation
- Influencing and negotiation skills with the ability to listen, understand and modify positions to achieve mutually acceptable outcomes
- Problem solving and analytical skills covering strategic and operational problems in the context of ambiguity and change
- Management capability including the ability to plan, schedule resources and prioritise and maintain a safe work environment
- A demonstrated commitment to continuous improvement

## Behavioural competencies

- See the Behavioural Competency Framework on the following page.

# Position Description: Assurance Lead

## Behavioural Competency Framework

Competency	Description	All of us
Innovation & Continuous Improvement	Looks for new and better ways of doing things. Adapts to change to promote growth and improvement.	<ul style="list-style-type: none"><li>• Continually looks for opportunities for Lean improvements</li><li>• Follows ideas through to action, reflects and always seeks to do better</li><li>• Demonstrates diverse thinking and embraces change</li><li>• Encourages peers to do the same</li></ul>
Collaboration	Breaks down silos, works across boundaries and builds relationships to achieve outstanding results to be proud of.	<ul style="list-style-type: none"><li>• Actively looks for opportunities to share knowledge and utilise strengths</li><li>• Works co-operatively to achieve shared objectives</li><li>• Recognises others for their contributions and accomplishments</li><li>• Gains and demonstrates trust and support for others through actions</li></ul>
Builds effective working relationships	Embraces and encourages an environment of respect and trust.	<ul style="list-style-type: none"><li>• Supports equal and fair treatment for all</li><li>• Is seen as a team player and finds common ground in a respectful way</li><li>• Seeks and provides feedback to improve working relationships</li></ul>
Accountability	Stands up and takes ownership for achieving results. Sets high standards for self and others.	<ul style="list-style-type: none"><li>• Follows through on commitments and encourages others do the same</li><li>• Takes personal responsibility for own timely and quality activities</li><li>• Designs feedback into the ways of work to support 'growth mindset'</li><li>• Provides exceptional service to stakeholders and customers</li></ul>
Judgement	Identifies and acts on issues and develops quality solution, setting high standards of decision making.	<ul style="list-style-type: none"><li>• Always role models our values</li><li>• Demonstrates rigor to make effective and quality decisions</li><li>• Stands up and acts when issues arise with a sound and level-headed approach.</li><li>• Keeps informed of activities and evolutions in the broader business</li></ul>

## Leadership Behavioural Competency Framework

Competency	People Leaders and Senior/Specialists Experts (need to demonstrate competence at 'all of us' level, in addition to the below five General Behavioural competencies People leaders also need to demonstrate the two Leadership competencies):	Senior Leaders (Senior Leaders need to demonstrate competence at 'all of us' & People Leaders levels, in addition to the below):
Innovation & Continuous Improvement	<ul style="list-style-type: none"> <li>• Encourages diverse thinking and curiosity</li> <li>• Creates space for others to improve and innovate</li> <li>• Celebrates successes and learns from mistakes, both personal and within the team</li> <li>• Ensures Lean and continuous improvement initiatives are shared and applied across the business</li> </ul>	<ul style="list-style-type: none"> <li>• Applies multiple, varied approaches to foster and facilitate innovative ideas</li> <li>• Respectfully challenges the status quo to continually evolve the way we do things</li> <li>• Drives teams and individuals to adopt and sustain change</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Actively creates a climate that breaks down silos</li> <li>• Promotes and communicates shared contributions and goals widely</li> <li>• Leans in to tackle challenges outside of own traditional scope</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitates open, 2-way dialogue across business areas and with a wide variety of stakeholders</li> <li>• Shares successes and learnings within the Leadership Teams and across the business</li> </ul>
Builds effective working relationships	<ul style="list-style-type: none"> <li>• Demonstrates a genuine interest in people across teams</li> <li>• Can effectively influence outcomes for the team and business</li> <li>• Can effectively resolve conflicts and problems swiftly</li> <li>• Uses feedback to grow self and others</li> </ul>	<ul style="list-style-type: none"> <li>• Builds effective internal and external networks</li> <li>• Can influence broadly at all levels</li> <li>• Builds an environment of trust while embracing healthy and respectful debate</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Connects teams to business priorities and empowers others to achieve established objectives</li> <li>• Establishes and meets stakeholder and customer needs</li> <li>• Drives individual accountability within and across teams</li> <li>• Regularly provides genuine and constructive feedback to peers and team members, providing opportunities for growth</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes clear team objectives that are aligned to what truly matters to achieve success</li> <li>• Inspires others to assume ownership of goals and achieve results</li> <li>• Actively engages in broader multi faceted programs of work across the business</li> </ul>
Judgement	<ul style="list-style-type: none"> <li>• Makes well informed decisions, even when information is incomplete or not clear</li> <li>• Anticipates issues, sees opportunities and acts on these</li> <li>• Considers business challenges outside of immediate business area and engages in critical questioning/discussions with peers</li> </ul>	<ul style="list-style-type: none"> <li>• Provides clarity for others, even when issues are complex</li> <li>• Makes sound complex or tough multi tiered decisions that achieve the right business outcomes</li> <li>• Proactively engages in cross business matters and initiates critical questioning/thinking with other leaders</li> <li>• Shifts gear based on changing organisational needs or climate</li> </ul>
Leading & inspiring others	<ul style="list-style-type: none"> <li>• Creates and develops a team where people are empowered and want to do their best</li> <li>• Fosters feeling of positivity, belonging and invites curiosity and input from all</li> </ul>	<ul style="list-style-type: none"> <li>• Builds high-performing and diverse teams that have impact</li> <li>• Instils a relentless focus on customer and stakeholders in others</li> <li>• Builds the talent and capability of the workforce to meet future needs</li> <li>• Mentors colleagues across the business</li> </ul>
Leading into the future	<ul style="list-style-type: none"> <li>• Demonstrates personal commitment to the strategy, vision and purpose</li> <li>• Can articulate to others the Hydro Tasmania vision and purpose in an inspiring way</li> <li>• Creates positivity and empowers others to embrace change and look for the opportunity in every challenge.</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and delivers strategic plans to ensure the organisation moves towards its vision</li> <li>• Can distil the meaning of strategy, vision and purpose and positively influence the way others feel about the future and engage in their work</li> </ul>

# Organisational Values: Our Way



## All about our customers

Creating a brighter future for our customers is at the heart of every decision we make. We take time to listen, learn and adapt to deliver innovative product solutions impact solutions that genuinely meet their needs.



## Keep each other safe

We've got each other's backs. We care for the well-being of our colleagues and communities and we courageously speak up when things aren't right.



## Do the right thing

It's up to all of us to leave a positive legacy for this world. We do the right thing by each other, our communities and our planet by acting with integrity and honesty in all that we do.



## Better together

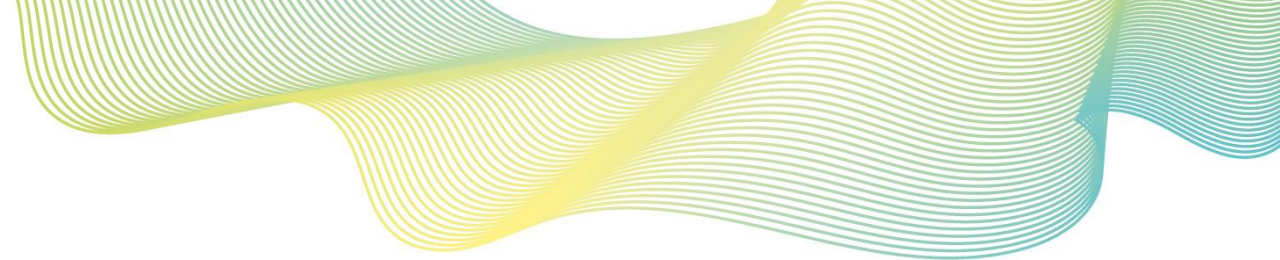
We create meaningful opportunities when we work together to unlock the power of our diverse talents. We can do great things when we listen and learn from each other's perspectives.



## Find a way

We're up for solving even the toughest challenges. We collaborate, innovate and persevere until the job is done. And then we get up and do it again.





# Organisational Requirements

## Health, safety and security

Fosters and adheres to a culture that enables self and others' safety to make good choices at the forefront of all actions. Contributes to our ability to deliver our services by demonstrating an understanding of cyber security standards and applying them to relevant activities in the workplace.

## Compliance and standards

Ensures compliance through actively engaging with stakeholders and maintains awareness of relevant legislation, laws, regulations, standards, codes and Hydro Tasmania policies and procedures. Influences continuous improvement and positive outcomes so they are viewed as adding value.

## Diversity and inclusion

Hydro Tasmania supports applications from all members of our community and equitable access to our employment opportunities. We are open to discussing workplace flexibility in all our vacancies, to ensure we can attract the best candidates and accommodate individual needs, differences, disabilities and working arrangements, even in ways we have not thought of. Our merit based recruitment practices are founded on building diversity by fostering an inclusive, flexible and equitable workplace.