

Internal Auditor

Office of Governance and Corporate Affairs

Classification	Level 9
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	February 2020

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Office of Governance and Corporate Affairs

The Office of Governance and Corporate Affairs is responsible for coordinating the governance of the University and is required to provide executive support to senior committees of the University, including the University Council (and its committees), Academic Senate, Faculty Boards, Courses Committees and expert ethics and compliance committees that the University is required to convene in accordance with national guidelines and legislation.

The Office of Governance and Corporate Affairs is also responsible for providing advice to the Vice-Chancellor, senior executives and staff of the University in relation to University governance, internal audit and risk management, investigations/appeals and complaints, legislative compliance, legal requirements, policy management and records management.

The Office of Governance and Corporate Affairs operates in a dynamic and agile environment to support the University in achieving its strategic objectives through the development of mutually beneficial relationships with the stakeholders it services.

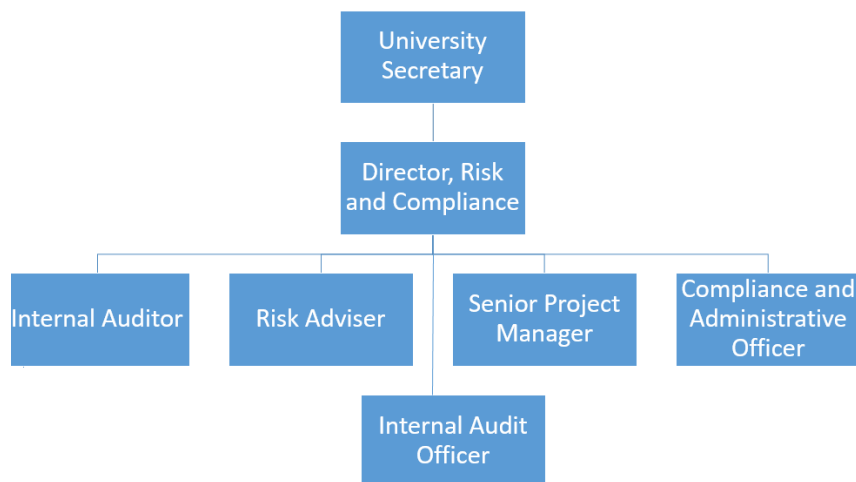
The Office has strategic oversight and/or management of the following functions:

- Governance (corporate and academic);
- Internal Audit and Risk Management;
- Investigations, Appeals and Complaints;
- Legislative Compliance;
- Legal Services;
- Policy Management; and
- Records and Information Management.

The Office is organised into five complementary operations units;

- Risk and Compliance;
- Policy, information and records management;
- Complaints Management;
- Governance Services; and
- Legal Services.

Divisional Organisational Chart



Reporting Relationships

This position reports to: Director, Risk and Compliance

This position supervises: N/A

Key Working Relationships

- Finance, Audit and Risk Committee
- Vice-Chancellor's Leadership Team
- University Secretary
- University Operational Units – Divisions/Faculties/Offices etc.

Position Overview

Internal Audit assists the University to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes (Definition of Internal Auditing – The Institute of Internal Auditors). The Internal Auditor works across the University in the performance of an effective internal audit program and provides high-quality expertise in the planning, design, conduct, management and reporting of audits throughout the University. The Internal Auditor will conduct audits to assess the adequacy, efficiency and effectiveness of systems, controls, policies and processes across every area of the University.

The position reports administratively to the Director, Risk and Compliance and functionally to the University Council through the Finance, Audit and Risk Committee. Internal Audit is able to set frequencies, select focal points, determine scopes of work and apply the techniques required to accomplish audit objectives.

Principal Responsibilities

- Responsible for the development of the University's flexible three year and annual internal audit plan using an appropriate risk-based methodology. This plan is approved by the Finance, Audit and Risk Committee.
- In consultation with key stakeholders, undertake the University's internal audit plan, ensuring effective identification, assessment and reporting systems are in place.
- Liaise with management and senior executives to reach agreement on an adequate management response to any findings raised. If an agreement is not reached, discuss the matter with the Finance, Audit and Risk Committee.
- Monitor the completion of corrective actions and depending on the significance of the finding, validate those assertions before recommending closure of the issue.
- Provide periodic reports to the Finance, Audit and Risk Committee, summarising the results of audit activities, the status of corrective actions and the Internal Audit function's Key Performance Indicators.
- Responsible, where applicable, for the effective management of staff or external providers undertaking internal audit activities, ensuring all work is undertaken to comply with the University's policies and applicable auditing standards.
- As the Public Interest Disclosure Coordinator under the [Public Interest Disclosure Act 1994](#), responsible for the overall management and monitoring of disclosures of corruption and maladministration within the University.
- Assist in the planning, conduct and reporting of the conduct of investigations, specialist management review requests and other special assignments (e.g., fraud investigation).

- Provide guidance to key stakeholders on the design and implementation of efficient and effective internal controls that assist in the improvement of risk mitigation practices.
- Other duties appropriate to the classification, as required.

Physical Capabilities

The incumbent may be required to:

- Work at a computer-based workstation and operate other typical office equipment.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- Extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience; plus eligibility for membership of a relevant professional association such as the Institute of Internal Auditors.
- Proven experience in preparing and delivering on internal audit plans in a complex organisation, including co-ordination with risk, compliance and governance functions, using effective stakeholder management skills.
- Well-developed technical skills, including knowledge of relevant standards (e.g., International Standards for the Professional Practice of Internal Auditing), legislative frameworks (e.g., government legislation, codes, guidelines, best practice) and expertise in organisational resilience requirements and practice.
- Proven ability to carry out complex data analysis when testing internal controls, processes, and structures, as well as to advance creative solutions and recommendations based on audit findings.
- Proven ability to prepare and tailor reports to meet requirements of a variety of stakeholders, including executive management and the University's Finance, Audit and Risk Committee.
- Current driver's licence.

Desirable

- Experience in the Australian Higher Education sector.
- Experience in Big 4 Consultancy practices.
- Certified Internal Auditor designation.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU

is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at <https://www.csu.edu.au/about/policy>.

The following links are listed from the [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)