

Role Description

Senior Internal Auditor

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	23780	Content Manager No.	14/407664
Work Unit	Internal Audit Branch Office of the Director-General		
Location	Brisbane		
Classification	AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-time Temporary period until 20 December 2024, unless otherwise determined		
Salary Range	\$114,115 - \$121,876 per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.ged.qld.gov.au

Your opportunity

As the Senior Internal Auditor, you will:

- Plan and conduct operational and compliance audits and other related activities across all areas of the department's operations, including schools, to improve the effectiveness of governance, risk management and control processes ensuring quality assurance over work performed.
- Provide client management, school Principals and staff with practical advice and make recommendations during audits on the effectiveness and efficiency of departmental systems and operations, working closely with Principal Internal Auditors and IAB management.

The Senior Internal Auditor, reports to the Audit Manager, Internal Audit Branch, Office of the Director-General.

Your role

Responsibilities include:

- Undertake audits and other branch activities as directed by the Principal Internal Auditors and IAB management.
- Plan and conduct allocated audits of the department's operations to assess areas such as the effectiveness and efficiency of governance, risk management and control processes, and compliance with legislation, directives, policies and procedures, ensuring high quality outcomes.
- Plan and conduct all work in accordance with the branch audit methodology, following a partnership approach with departmental management, keeping the Principal Internal Auditors and the Audit Manager, informed of progress, clearly documenting all audit work performed in the approved audit management software.
- Apply knowledge of contemporary auditing tools and techniques, including development and use of risk and control matrices (RACM), data analytics and visualisation reporting tools as relevant to the audit, IIA standards, departmental requirements and relevant legislation to the completion of audits.



- Prepare written reports in the prescribed format for the consideration of the Principal Internal Auditors and IAB management outlining findings and recommending cost effective solutions to address identified risks and issues, including priorities, following negotiation with school Principals and audit clients.
- Provide helpful and practical advice and guidance to clients, both during audits and in general, with respect to improving the effectiveness of governance, risk management and control processes over their operations.
- Work in teams pursuing a work and team environment which promotes cooperation.
- Manage all resources including human, physical and financial resources allocated to audits and related activities within time and budget.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.