

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND POSITION DESCRIPTION

School/Directorate: Office of the Legal Counsel and Secretariat (to be confirmed)

Position Title: Director, Risk Management and Internal Audit

Reports To: See Position Dimensions

Position Dimensions

In relation to internal audit matters, the Director, Risk Management and Internal Audit reports to the Audit and Compliance Committee with a free line of communication that does not include management intervention and works independently of any other section or office of the University. Internal audit coverage may extend to all areas of the University and include financial, accounting, administrative, business processes, systems, computing and other operational areas. Internal audit shall have no executive or managerial powers, functions, authorities or duties except those relating to the management of the audit function.

In relation to risk management matters and for operational purposes, the reporting line for the Director, Risk Management and Internal Audit is to the University Legal Counsel (to be confirmed).

The Director, Risk Management and Internal Audit shall be a source of advice on all risk management issues. The incumbent interacts with senior university officers and with professional and administrative staff across the University, as well as external providers of audit and consultancy services.

Position Objectives

The Director, Risk Management and Internal Audit is responsible for providing leadership and management in the development and support of the University's Risk Management processes and frameworks and the University's Internal Audit activity.

The Director, Risk Management and Internal Audit plans and coordinates the conduct of independent appraisals of University management systems, policies and procedures, as well as assisting the University in accomplishing its objectives by bringing a systematic and disciplined approach to the evaluation and improvement of the effectiveness of the University's risk management, control and governance processes.

STATEMENT OF DUTIES

Internal Audit

1. Develop and implement an annual operational audit plan for the University.
2. Coordinate and manage complex audits/reviews of the University's operations to determine whether systems are performing efficiently and effectively and consistent with current legislation, policies, procedures and professional/industry standards.
3. Review and appraise the economy and efficiency with which resources (human, physical and financial) are employed and advise on strategies to enhance the university's performance.
4. Ensure compliance with established policies, plans and procedures. Investigate and recommend action to be taken when there are weaknesses.
5. Ascertain the reliability and integrity of financial, operating and other systems within the University and undertake special auditing assignments and investigations at the request of the University Council, Committees of Council or the Vice-Chancellor.
6. Review the systems and controls for safeguarding assets.
7. Establish contact with all levels of management to ensure the fulfilment of approved audit report recommendations and liaise with external auditors to ensure compliance with audit requirements.
8. Provide input during the system development process on the control measures to be incorporated on new or amended systems.
9. Monitor and adopt new developments in auditing techniques.
10. Ensure activities related to the function comply with legal and ethical standards.

Risk Management

1. Lead projects to develop and implement systems for the identification, recording, management, reporting and mitigation of risk.
2. Assist University management to apply risk management methodologies to monitor business planning, strategy and initiatives throughout the University to identify unforeseen risk, evaluate, manage and minimise.
3. Develop and maintain the University's risk registers, including the development and application of a suitable database to record and report on risk issues across the organisation.
4. Coordinate the University's risk management review and reporting processes.
5. Develop and provide risk management reports to the Audit and Compliance Committee of Council.

6. Identify and coordinate risk management training requirements across the University and associated entities.
7. Support management on risk management processes and in the development of appropriate and effective plans for treatment of strategic and operational risks.
8. Coordinate the development of the University's Business Continuity Plan and Disaster Recovery Plan in consultation with the appropriate members of University and departmental management.

QUALIFICATIONS AND SELECTION CRITERIA

1. Relevant qualifications* with extensive experience, preferably at a senior management level, involving an understanding of information needs for meaningful organisational function.
2. Significant experience in internal audit and investigation of systems and procedures and in applying internal auditing standards, procedures and techniques in a large and complex organisation.
3. Membership of either the CPA Australia (CPA), the Institute of Chartered Accountants in Australia (ICAA) or the National Institute of Accountants (NIA) **and** membership of the Institute of Internal Auditors in Australia and hold their qualification, Certified Internal Auditor (CIA).
4. Sound knowledge of legal issues, accounting, budgeting and risk management principles.
5. Effective communication skills in written and oral forms at all levels, to convey information. High level communication and interpersonal skills conducive to effective liaison and negotiation.
6. Demonstrated ability to manage and prioritise workflows effectively and with minimal supervision; instil and maintain high levels of co-operation with internal and external stakeholders employing a style characterised by diplomacy and negotiation skills.
7. Demonstrated ability to perceive connections and relationships, identify critical issues, compare and analyse data, synthesise information.
8. Demonstrated ability to identify opportunities to achieve corporate efficiencies and organisational improvement through risk management and internal audit.
9. A sound knowledge of risks and security issues surrounding information technology.
10. Awareness of OH&S, risk management, quality assurance and EEO principles as they relate to this position.

* Formal qualifications may be offset by a combination of relevant experience and/or education/training.