



POSITION DESCRIPTION

Position Title:	Manager, Internal Audit
Cluster / Business Unit / Division	COOG
Section or Unit:	Risk & Audit
Classification:	Band 7
Position Description Number:	PD-1308
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The overall purpose and role of the Manager, Internal Audit position is to:

- manage the day-to-day operation of the Internal Audit function in a manner consistent with the International Standards for the Professional Practice of Internal Auditing;
- provide high quality analysis and professional advice relative to the adequacy and effectiveness of ANSTO's internal control environment; and
- provide ongoing support and assistance to the Senior Manager, Risk and Audit (Head of Internal Audit) relative to that position's overall responsibility for the Internal Audit function.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

This role sits within the Risk & Audit function in the Chief Operating Officer Group (COOG) which has a number of distinct activities, including:

- People Performance & Capability
- Legal
- Finance
- Government & International Affairs
- Communications & Stakeholder Engagement
- Regulatory & Governance

The Risk & Audit function fulfils a key governance and assurance role across the organisation.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide ongoing support and assistance to the Head of Internal Audit in relation to the ongoing management of the Internal Audit function, including Internal Audit's strategic direction, planning, budget, quality, performance and reporting.
- Establish professional relationships with management and staff across the organisation, promote Internal Audit's value proposition and provide internal control training as required.
- Coordinate and interact with relevant internal and external assurance providers to enable an effective combined assurance approach.
- Maintain the Internal Audit Assurance Universe and the Strategic Internal Audit Work Program.
- Assist the Head of Internal Audit in preparing the Annual Internal Audit Plan.

- Supervise the work of contracted service providers and ensure delivery of high quality products and completion of engagements within time estimates and assigned budgets.
- Perform assurance and advisory engagements in accordance with the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors and ANSTO's internal audit assurance engagement methodology, including the scheduling and planning of audits, assessing risk, providing guidance to auditors, ensuring quality outcomes within time and budget, and reviewing workpapers and audit reports.
- Evaluate the potential for the occurrence of fraud and how the organisation manages fraud risk.
- Prepare high quality, value adding internal audit reports and recommendations that focus on improving business performance, mitigation of risk and promote better practice. Discuss and agree engagement findings and recommended actions with responsible management and the timeframe for the resolution of such matters.
- Manage the day-to-day operation of the Internal Audit function ensuring the function is conducted in a manner consistent with the IPPF and that performance standards are achieved.
- Maintain the internal audit information system ensuring the integrity and availability of essential information and internal audit practice methodologies in line with contemporary practice, including the International Standards for the Professional Practice of Internal Auditing.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within the confine of the IPPF, including the International Standards for the Professional Practice of Internal Auditing and the Internal Audit Charter as approved by the ANSTO Board.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Communicate internal audit engagement findings and recommended actions aimed at improving business performance, mitigation of risk and adoption of better practice in a clear and concise manner, for the information and action of relevant management and the ANSTO Risk and Audit Committee.
- Keep up to date with matters critical to the effective management of the Internal Audit function, including internal audit practice standards; Commonwealth Government policy directives and initiatives, and applicable legislative and regulatory obligations; new and revised Standards, Codes, Financial Management / Governance Frameworks; and better practice guides.
- Develop and maintain a detailed understanding of ANSTO's position and context within the Commonwealth public sector; structure, functions, operations and business processes; key policies, governance frameworks and quality management arrangements.
- Deliver the Annual Internal Audit Plan to the satisfaction of the Risk and Audit Committee and achieve approved KPI's.
- Develop, promote and consistently apply internal audit methodologies, protocols and practice tools in a manner that will allow the Internal Audit function to be quality assured under the Institute of Internal Auditors Quality Assurance and Improvement Program.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager / Executive	<ul style="list-style-type: none"> Engage with relevant management on the scope, progress and key outcomes of internal audit engagements Provide expert advice as required
Direct Reports	<ul style="list-style-type: none"> Provide leadership, guidance and support Set performance requirements and manage performance and development
External	
External auditors / assurance providers	<ul style="list-style-type: none"> Engage on matters relevant to audit planning, execution and the internal control environment

POSITION DIMENSIONS

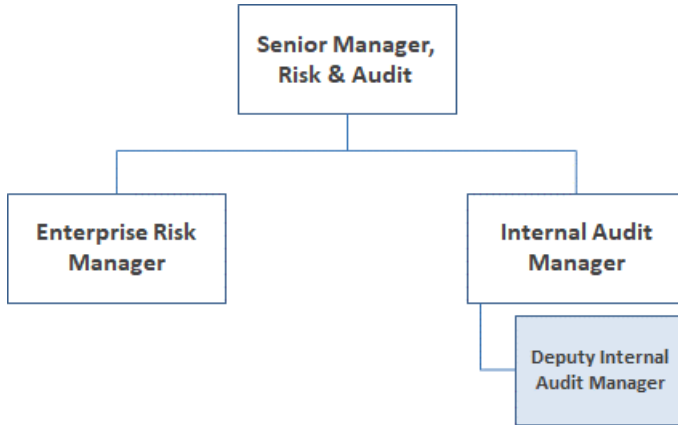
The Manager, Internal Audit reports to the Senior Manager, Risk & Audit. The position plays a key role in ensuring an effective, efficient and value adding Internal Audit function.

Staff Data	
Reporting Line	Reports to the Senior Manager, Risk & Audit (Head of Internal Audit)
Direct Reports	1 x Deputy Internal Audit Manager
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites in Sydney and Melbourne from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to access radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors

ORGANISATIONAL CHART



KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualification coupled with relevant professional qualifications e.g. CIA, CA, CPA, CISA and a member of the Institute of Internal Auditors.
2. Well-developed understanding of the International Standards for the Professional Practice of Internal Auditing with demonstrated ability to develop and maintain a quality assured Internal Audit process.
3. Well-developed understanding and knowledge of the legislative framework and financial management arrangements applicable to corporate Commonwealth entities (desirable).
4. Proven track record in managing all aspects of an Internal Audit function, including guiding and supporting Internal Audit staff.
5. Demonstrated experience in managing co-sourcing arrangements and ensuring the quality of third party deliverables.
6. Extensive experience in conducting internal audit assurance and advisory engagements that focus on improving business performance, mitigation of risk (including fraud risk) and promote better practice.
7. Extensive experience in the preparation of high quality, value adding internal audit reports and recommendations, and the resolution of engagement issues and actions with responsible management.
8. Demonstrated experience in managing effective relationships with key stakeholders.

VERIFICATION

This section verifies that the line manager and appropriate senior manager / executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Riaan Bredell	Name:	
Title:	Senior Manager, Risk & Audit	Title:	
Signature:		Signature:	
Date:	18 October 2021	Date:	