



POSITION DESCRIPTION

Position Title:	Manager, Internal Audit
Cluster / Business Unit / Division	Office of CEO
Section or Unit:	Governance, Risk, Compliance & Assurance
Classification:	Band 7
Job Family:	Monitoring & Audit
Position Description Number:	PD-1542
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The ANSTO Board has established the Internal Audit function as a key component of ANSTO's corporate governance framework.

The primary objective of the Manager, Internal Auditor role is to work with the Head of Internal Audit to provide assurance and advisory services to the ANSTO Group in accordance with the Internal Audit Charter and in a manner that effectively supports the mandate of the ANSTO Risk and Audit Committee.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

This role sits within ANSTO's Risk & Assurance (R&A) function.

The R&A team fulfils a key governance and assurance role across the organisation in the areas of risk management, compliance and internal auditing.

The Internal Audit function is led by the Head of Internal Audit who reports to the Chief Risk and Assurance Officer.

Internal Audit's mandate is to provide independent and objective 'third line' assurance on the effectiveness and efficiency of ANSTO's governance, risk management, compliance, business ethics, fraud control and related internal control processes relevant to the achievement of ANSTO's corporate and business objectives.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Plan and execute internal audit engagements in accordance with the Internal Audit Plan
- Prepare high quality 'value adding' Internal Audit reports that focus on improving business performance, the treatment of risk and the promotion of better practice
- Conduct follow up activities to evaluate sufficiency of evidence for closing management actions in line with Internal Audit methodology
- Assist in the preparation of Risk and Assurance Committee and Management papers
- Assist the Head of Internal Audit to maintain the Internal Audit 'assurance universe' and the preparation of the risk informed annual Internal Audit Plan
- Provide high quality independent analysis, objective assurance and professional advice relative to the effectiveness, efficiency, economic and ethical use of public resources for which ANSTO is responsible

- Provide an 'advisory / consulting' service to management focusing on risk and compliance management, business ethics, fraud control and internal control in relation to significant new (changed) business systems, programs, ventures etc.
- Develop professional relationships with client management (and relevant governance committees) to promote, explain and champion the Internal Audit function and its position within ANSTO's Governance, Risk, Compliance and Assurance framework
- Provide support and be actively involved in the maintenance and use of the GRC Cloud software system with respect to internal audit activities
- Where required, supervise the work of contracted service providers and ensure delivery of agreed engagement outcomes 'on-time' and 'on-budget'
- Work with the Head of Internal Audit to ensure internal audit activities are conducted in a manner consistent with the *International Professional Practices Framework*, the *ANSTO Internal Audit Quality Assurance and Improvement Program (QAIP)* and internal practice guidelines

Decision Making

- The position works within a framework of legislation, most notably the ANSTO and PGPA Acts, the ANSTO Internal Audit Charter, professional practice standards and a range of ANSTO specific practice protocols and guidelines. Within this framework the position has some independence in defining the scope and objectives of individual engagements and deciding on methods and approaches for conducting reviews and audits.
- The position is accountable for the accuracy, integrity and quality of the content of advice and recommendations provided to management, and is required to ensure that opinions and findings are based on sound evidence.
- The role incumbent shall determine work priorities within the context of agreed work plans and will consult with the Head of Internal Audit on complex, sensitive, and major issues that may arise in the course of a review or audit.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer and the Board approved Internal Audit Charter.

Key Challenges

The key challenges for this position are:

- To execute assigned internal audit engagements on time, to budget and in a manner that satisfies the International Standards for the Professional Practice of Internal Auditing.
- To develop constructive, practical and cost effective recommendations relative to identified risks and concerns
- To communicate internal audit engagement conclusions, findings and recommended actions in a clear and concise manner, for the information and action of senior and executive management and the ANSTO Risk & Audit Committee
- To influence senior and executive management to accept recommended internal audit actions aimed at improving business performance, treatment of risk and adoption of better practice
- Keep abreast of developments in the practice of internal auditing, ensuring continual improvement and implementation of best practise

KEY RELATIONSHIPS

Who	Purpose
Executive and senior management	<ul style="list-style-type: none"> Communicate and discuss internal audit engagement findings, opinions and recommended actions Provide expert, authoritative and evidence based advice
Client management and staff	<ul style="list-style-type: none"> Communicate and discuss internal audit engagement findings and opinions Develop and agree constructive, practical and cost effective recommendations that address identified risks and concerns Establish and maintain effective and collaborative relationships
Chief Risk & Assurance Officer & Head of Internal Audit	<ul style="list-style-type: none"> Receive guidance and direction Contribute to group decision making processes and planning Share ideas and learnings Contribute to the development and maintenance of the risk based internal audit assurance universe and annual internal audit work plans Prepare and provide high quality internal audit reports and supporting documentation
Contracted Internal Audit Service Providers	<ul style="list-style-type: none"> Communicate requirements and expectations Review quality and performance of contracted service provider/s

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Head of Internal Audit
Direct Reports	TBA
Indirect Reports	Nil

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> Based at Lucas Heights, Sydney
Travel:	<ul style="list-style-type: none"> May be required to travel to other ANSTO sites (Sydney and Melbourne) from time to time
Physical:	<ul style="list-style-type: none"> Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Required to undertake public speaking
Radiation areas:	<ul style="list-style-type: none"> May be required to perform duties in: <ul style="list-style-type: none"> an area where radioactive materials are handled under tightly controlled safety conditions an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	<ul style="list-style-type: none"> Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	<ul style="list-style-type: none"> Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety - ANSTO is committed to delivering excellence in WHS performance based on ANSTO's core values. All employees are responsible for undertaking their activities in a safe manner and co-operating and complying with WHS requirements and to improve WHS in their workplace by taking a proactive approach to WHS, using appropriate controls, working safely to reduce risk to self and others, and reporting unsafe work practices, equipment, incidents and near misses

The specific roles, as specified in AG-2362 of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position are:

All Workers

Managers / Leaders / Supervisors

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualification in relevant business related discipline
2. Relevant professional qualifications Chartered Accountant, Certified Practising Accountant, Certified Internal Auditor, membership of an appropriate professional body (i.e. Institute of Internal Auditors)
3. Extensive experience conducting and reporting on internal audit assurance and advisory engagements that focus on business process improvement, compliance management, fraud control, mitigation of risk and promotion of better practice
4. Sound understanding and experience in applying 'better practice' internal audit, risk management and internal control principles, methodologies and techniques including, data analytics and continuous auditing, control self-assessment, assurance mapping
5. Excellent interpersonal and communication skills with a demonstrated ability to collaborate and work effectively with client management and staff to deliver internal audit services
6. High level of competency in 'Excel', 'Word' and 'PowerPoint'
7. Understanding and experience in applying contemporary public sector corporate governance, risk and compliance management, fraud control and business ethics frameworks within the context of the Commonwealth Resource Management (PGPA Act) legislative framework desirable but not essential
8. Excellent problem solving, organisational, and negotiating skills
9. Track record of diplomacy, judgment, and tact
10. Ability to interpret and understand legal and regulatory requirements

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:	Anna Cvetkovska	Name:	Amanda Ware
Title:	Interim Head of Internal Audit	Title:	CRAO
Signature:		Signature:	
Date:		Date:	