



## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Internal Audit
<b>Cluster / Business Unit / Division</b>	Office of the CEO/ Risk and Assurance
<b>Section or Unit:</b>	Internal Audit
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Compliance & Regulation
<b>Position Description Number:</b>	PD-1308
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>STEMM CATEGORY:</b>	

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### POSITION PURPOSE

The Internal Audit function is a key component of ANSTO's corporate governance framework.

The primary objective of the Head of Internal Audit is to manage the day-to-day operations of the Internal Audit function and take the lead in providing strategic direction for an effective internal audit function in accordance with the Board approved Internal Audit Charter and professional practice standards. The role will provide high quality analysis and professional advice relating to the adequacy and effectiveness of ANSTO's risk, compliance, internal control, ethics and governance processes.

This role works closely with senior and executive management across ANSTO but maintains independence as part of the corporate governance role.

### 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 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.

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

- Provide focus, leadership, direction and oversight of ANSTO's Internal Audit activities ensuring alignment with ANSTO's goals and objectives, relevant government policy, legal and regulatory obligations and industry best practice.
- Develop, oversee and champion the adoption and ongoing evaluation and improvement of ANSTO's Internal Audit framework, policies and procedures.
- Lead and coordinate the design and implementation of the approved internal audit strategy and priorities for ANSTO to meet its goals and overall purpose as the third line of defence.

- Manage high quality, risk-focused assurance work which provides management with powerful insights and recommendations for improving the control environment in line with ANSTO's strategic objectives.
- Monitor and assure on managements implementation of action plans, including advising the executive on issue management, and risk acceptance.
- Lead and coordinate the preparation of high-quality reports to the Risk & Audit Committee, the Executive and senior leaders that focus on improving business performance, treatment of risk and promote better practice;
- Lead and coordinate the internal audit risk assessment and audit planning process.
- Implement a quality assurance process for the Internal Audit function that is consistent with the Institute of Internal Auditors Quality Assurance and Improvement Program.
- Develop professional relationships with senior and executive management (and relevant governance committees) to promote, explain and champion the Internal Audit function and its position within ANSTO's Risk and Assurance framework.
- Develop and maintain effective relationships with external 'providers of assurance services' and ensure appropriate coordination and recognition of these services within the Internal Audit strategic and annual planning process.
- Undertake preliminary enquiries and/or investigations, as appropriate, into allegations of employee fraud.
- Liaise closely with key stakeholders to ensure the establishment of effective and compliant Fraud Control and Ethics strategies.
- Undertake additional duties as required and during periods of leave of other staff.

### **Decision Making**

- 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).
- Within this, the Head of Internal Audit operates with a high level of autonomy and makes decisions including aligning with the ANSTO strategic direction, forward planning, setting priorities and guiding staff performance and development.
- The ANSTO Values, Corporate Plan, Business Plan as well as the framework of legislation, policies, professional standards and resource parameters provide context for the position.
- The position provides expert, influential, direct advice to senior and executive management on matters relating to Risk & Audit and is fully and individually accountable for the quality and validity of advice provided.

### **Key Challenges**

- 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 that are aimed at improving business performance, treatment of risk and adoption of better practice;
- To maintain an up-to-date awareness of 'external' and 'internal' factors and influences that impact the effective management of the Internal Audit function and ANSTO's broader Governance, Risk and Compliance frameworks, including Internal Audit practice standards and better practice guides, Commonwealth Government policy directives and legislative and regulatory obligations.
- To deliver the annual Internal Audit work plan to the satisfaction of the Risk & Audit Committee, and achieve approved KPI's; and
- To ensure Internal Audit function is performed in a manner that will allow the function to be 'quality assured' under the Institute of Internal Auditors Quality Assurance and Improvement Program.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Chief Risk & Assurance Officer	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, and support</li> <li>• Set performance requirements and manage performance and development</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan</li> </ul>
Executive Team	<ul style="list-style-type: none"> <li>• Promote, explain and champion the work of the Internal Audit Function</li> <li>• Liaise and recommend risk-based audit activity</li> <li>• Agree and oversee actions to address Internal Audit findings</li> </ul>
Risk Oversight Committee	<ul style="list-style-type: none"> <li>• Provide updates to the Committee on audit action status</li> <li>• Provide updates to the Committee on the outcomes of Internal Audits</li> <li>• Provide a recommendation to the Committee on the annual Internal Audit Plans Purpose</li> </ul>
Risk & Audit Committee	<ul style="list-style-type: none"> <li>• Prepare Internal Audit update to the Committee for review and endorsement by the CRAO</li> </ul>
External Audit	<ul style="list-style-type: none"> <li>• The Head of Internal Audit will engage closely with the External Audit function to enhance the overall effectiveness of the audit function and provide more comprehensive assurance to stakeholders</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Chief Risk & Assurance Officer
Direct Reports	1 x Manager Internal Audit 1 x Senior Internal Audit
Indirect Reports	Nil

<b>Financial Data</b>	
Revenue / Grants	NIL
Operating Budget	Reflective of Annual Internal Audit Plan
Staffing Budget	Reflective of Annual Internal Audit Plan
Capital Budget	N/A
Assets	N/A

## Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites 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 work in 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 <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### ORGANISATIONAL CHART

On file

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant business related discipline or equivalent extensive work experience in the specific discipline. Post graduate qualifications in risk management, internal audit or other related discipline are highly desirable.
2. Relevant professional qualifications (i.e. CIA, CA or CPA) and membership of an appropriate professional body (i.e. Institute of Internal Auditors);
3. Extensive experience managing all aspects of an Internal Audit function;
4. Demonstrated ability to develop and implement a quality assured internal audit process;
5. Extensive experience conducting and reporting on internal audit assurance and advisory engagements that focus on process improvement, compliance, mitigation of risk and promotion of better practice;
6. Well-developed understanding of contemporary public sector corporate governance, fraud control and business ethics frameworks and risk and compliance management standards; and
7. Knowledge and understanding of the legislative framework and financial management arrangements applicable to CAC Act agencies.
8. Skills and experience in delivering project-like and strategic activities for the Internal Audit function.
9. Ability to manage, influence and build rapport with peers, team members and stakeholders at all levels of the business.

### 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:	Amanda Ware	Name:	Shaun Jenkinson
Title:	Chief Risk and Assurance Officer	Title:	Chief Executive Officer
Signature:		Signature:	
Date:		Date:	