

Position Description

Position Title	Manager - Audit, Risk and Compliance
Portfolio	Corporate Services
Division	Audit, Risk and Compliance
Department/Cost Centre	Audit, Risk and Compliance - 05160
Classification	Specialist Staff Level 8
Position Number/s	102542
Reporting to	Executive Manager Corporate Services
Supervises	Audit and Compliance Officer, OHS & Compliance Officer

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow. Manager - Audit, Risk and Compliance

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Audit, Risk and Compliance Department supports the Institute in providing a range of best practice support services to assist the Institute to ensure the maintenance of Institute, state and commonwealth reporting and compliance requirements across the areas of:

- Governance
- Audit and Compliance Management
- Risk and Fraud Management
- Protected Disclosure and Freedom of Information
- Privacy Management
- OHS

Position Overview (Your Opportunity)

The Manager - Audit, Risk and Compliance (the Manager) supports the Chief Executive Officer, the Board and other members of the Executive team, in providing a range of best practice support services to assist the Institute in adhering to Institute, state and commonwealth reporting and compliance requirements.

The Manager will co-ordinate internal audit reviews in accordance with the annual audit schedule as endorsed by the Board's Audit, Risk and Compliance Committee as well as reporting audit results and subsequent action plans to the Executive team and Institute Board with appropriate and timely follow up reviews.

The position also acts as the Institute's conduit for the Institute's Protected Disclosure arrangements and is the contact person for Freedom of Information advice and complaints. At all times the incumbent operates with a high level of confidentiality, liaising with staff, management, the Institute Board and external stakeholders including auditors and compliance teams.

The Manager has an active role in complex audit and risk matters, and uses creative problem solving and well-developed consulting skills to seek solutions. The position will assist the Executive Team with the review, development and implementation of strategies to ensure compliance actions as a result of audits are completed in a timely manner. The position contributes to the development, review and implementation of Institute policies and is a source of advice and support in the interpretation of applicable legislative requirements.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Manage the process of conducting audits with the Board's Audit Risk and Compliance Committee, Institute management and external agencies in accordance with the Institute's endorsed audit schedule
- Conduct audit field work in line with the Audit schedule and prepare reports for distribution to the Institute's Executive team and the Institute Board incorporating agreed recommendations, timelines and actions from the audits.
- Liaise with the Institute's Internal Auditors and ensure there is a clear communication channel through to the Board's Audit, Risk and Compliance Committee.
- Responsible for establishing internal processes, and follow up on audit recommendations, to ensure continuous improvement of internal controls, operating efficiencies and effectiveness and co-ordinate, with all relevant managers, the findings and outcomes of audits and agree on management comments and actions to achieve compliance.
- Develop and implement audit findings and perform ad hoc reviews/investigations in consultation with the CEO
- Act as the Institute's:
 - Protected Disclosure Coordinator in receiving all protected disclosure enquiries
 - Freedom of Information Officer in receiving all FOI requests.
 - Nominated Privacy Officer
- Manage the Institute's Risk and Fraud Management Frameworks, establishing and implementing processes that align to the relevant standards and regulatory requirements.
- Work effectively as a senior manager of the Institute providing input, advice and recommendation's to senior management and the Executive team on audit outcomes.
- Act in an advisory and interpretative role, and use specialised knowledge, experience and expertise in day to day work requirements, providing information, direction and guidance to management and staff
- Effectively manage the human resource management and supervision of staff to lead, motivate and monitor staff, including the conduct of performance management reviews, and professional development, to ensure optimum performance within a team environment
- Working with a high degree of responsibility and autonomy
- Consult extensively with the Institute Leadership Group to ensure the department is providing appropriate, effective and timely services and strategies and protocols are understood, implemented and maintained
- Proactively lead and implement OH&S policy, procedures and processes throughout the Institute and team ensuring accountability, performance, knowledge and responsibilities are upheld
- Research, develop and implement guidelines and procedures relevant to divisional operations and maintain quality assurance processes to ensure compliance with relevant legislation, policy and procedure and the Institute's Code of Conduct
- High level interpersonal and written and verbal communication skills including the ability to establish strong links with key stakeholders as well as the ability to negotiate effectively and work through issues constructively
- Knowledge of the implications and impact of current policy upon the Vocational Education and Training (VET) sector

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated ability to develop and implement an effective audit, risk and compliance environment with technical expertise, knowledge and experience in the areas of audit investigation and reporting. Proven interpretative knowledge and understanding of relevant local, state and federal legislation is required in audit, risk and compliance.
- Demonstrated experience and success in managing relationships to effectively lead, motivate and influence all management and staff at all levels, maintaining trust, respect, integrity, impartiality and confidentiality.
- High level interpersonal skills, a demonstrated ability to relate professionally to both internal and external clients and demonstrated initiative, analytical and problem-solving skills and attention to detail necessary to identify appropriate solutions and assist management and staff in developing strategies to address identified issues.
- Undertake complex audit & risk duties which entail a high degree of responsibility and autonomy. Flexibility with working arrangements is essential.
- Ability to produce high level written documents and deal effectively with issues of a confidential &/or complex nature
- Exhibit significant initiative, sound judgement and reliable leadership at all times
- Contribute to organisation-wide planning and policy development, and prepare reports, statistics and other relevant information
- Previously investigated, designed, implemented and evaluated plans and strategies to meet operational objectives and the long-term requirements of the Institute
- Understanding of the concept of "team" with strong leadership, team building and staff management skills including coaching, mentoring and performance improvement and the ability to negotiate operational issues with staff

Qualifications and Requirements

Mandatory requirements

- Relevant Degree and post graduate qualification and experience, or extensive management and leadership experience, or an equivalent combination of relevant management and leadership experience and/or education or training
- Principal specialist in a recognised discipline or specialist area
- Substantial experience using Microsoft Office products and relevant industry software and programs
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Membership of one of the Professional Accounting or Auditing bodies Substantial

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability

Position Description

- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021.
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Executive Manager Corporate Services	Click here to enter text.	Click here to enter a date.
Approved by	Executive Manager Corporate Services	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture		
Agreed by	Incumbent		