

Role Description

Manager, Audit (Chief Audit Executive)

Role Description Fields	Details
Cluster	Health
Department/Agency	Health Infrastructure
Division/Branch/Unit	Strategy & Operations
Classification/Grade/Band	Health Manager 5
ANZSCO Code	271299
PCAT Code	1328192
Date of Approval	May 2023
Agency Website	www.hinfra.health.nsw.gov.au and www.health.nsw.gov.au

Agency overview

Health Infrastructure (HI) was established in 2007 as the capital delivery agency of NSW Health for projects over \$10 million. Today, Health Infrastructure plans and delivers sustainable and innovative infrastructure and asset management solutions to meet the health care needs of NSW communities now and into the future. We are leading the largest health capital works program in Australia, collaborating with our Local Health District/Network customers, with government more broadly and with industry to transform public health facilities across NSW. In doing so, we contribute long term economic and social benefits to NSW communities.

Our people are united by our CORE values of Collaboration, Openness, Respect and Empowerment. We behave with integrity, treat others how we would like to be treated and are trusted advisors to our customers in the Local Health Districts and Networks across NSW. We pride ourselves on our positive organisational culture and are committed to building a diverse, inclusive and flexible workforce.

Primary purpose of the role

The Manager, Audit (Chief Audit Executive) is responsible for the Internal Audit function at Health Infrastructure and represents and holds delegation as the Organisation's Chief Audit Executive in accordance with the Internal Audit Policy.

The role is responsible for managing the day-to-day operations of the internal auditing function and facilitates and provides strategic direction to the Audit and Risk Committee (ARC) in relation to Audit matters. The role leads the implementation and management of all internal audit strategies and processes at Health Infrastructure and partners with stakeholders and external auditing bodies to ensure compliance with statutory obligations. It is responsible for driving engagement with internal audit processes and manages the relationship with key stakeholders on behalf Health Infrastructure. It leads and manages Health Infrastructure's response to audit requests and promotes best practice.

Key accountabilities

- Lead the management of governance, assurance and quality management controls for auditing processes and practices on behalf of Health Infrastructure.
- Establish efficient and effective arrangements of the ARC to oversee and monitor governance, risk and control issues affecting the operations of the Organisation.
- Develop and implement Audit Frameworks to ensure effective management and compliance and provide recommendations to the ARC and HI Executive for decision making.

- Provide strategic information, options and advice to the Leadership Team and staff on emerging issues and areas of potential exposure relating to audit, compliance and conformance so that steps can be taken to minimise disruption to operational effectiveness and organisational reputation.
- Act as the HI representative and manager and provide oversight to the ARC, internal audit program and external audit providers to ensure methodologies meet professional standards, NSW Health audit requirements and service delivery expectations are met, and that findings are communicated and acted upon to ensure HI controls and frameworks are effective and facilitate continuous improvement.
- Partner with internal stakeholders and when required the nominated internal audit service provider to provide education, advice and knowledge sharing opportunities that furthers the cultural shift to integrate audit management principles and practices into business as usual activities.
- Provide executive leadership to the organisation regarding the functional areas by creating contemporary annual strategic Internal audit plans, maintaining independence where necessary and ensuring the integrity of governance frameworks.
- Have delegated responsibility for actioning matters that arise relating to Public Interest disclosure.

Key challenges

- Drive commitment and understanding across all staff of the importance of effective governance and high standards of integrity, transparency and accountability.
- Ensure rigour in the frameworks used to identify and manage key risks to HI's objectives and reputation.
- Provide accurate and concise advice and recommendations on a range of complex issues and formulate responses within short-time frames, often without prior notice.

Key relationships

Internal

Who	Why
Chief Executive Officer	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide high level advice on diverse and complex and sensitive corporate governance issues including the application of relevant statutory requirements, Government policy and best practice.
Leadership team	<ul style="list-style-type: none"> • Receive guidance, exchange information and provide timely, expert, strategic advice.
Health Infrastructure/eHealth/Ministry of Health Pillar agency staff	<ul style="list-style-type: none"> • Provide expert technical advice regarding business operations regarding audit. • Influence and facilitate adoption of best practice strategies and programs where there are conflicting interests and opinions. • Ensure open communication and monitoring of reporting obligations.
Audit Committee	<ul style="list-style-type: none"> • Facilitate and coordinate the committee • Provide and seek strategic direction • Provide advice and report on progress

External

Who	Why
Other NSW Government Agencies	<ul style="list-style-type: none"> • Ensure that the HI's strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other NSW Government stakeholders

Consultants/Service providers	<ul style="list-style-type: none"> • Monitor performance to ensure high quality program and performance outcomes.
Independent external auditors	<ul style="list-style-type: none"> • Partner with to determine priorities and focus areas. • Provide instruction and advisory services • Review correspondence and work in collaboration • Represent HI on all auditing matters

Role dimensions

Decision making

This role has a high level of autonomy, including decisions on release of information, and is fully accountable for the delivery of work assignments and projects on time, within budget and to expectations in terms of quality, deliverables and outcomes.

The Health Infrastructure vision, core values, and strategic plans and priorities provide the context for the role. Makes decisions and acts within Government and NSW Health legislative and regulatory frameworks, delegations, policy and procedural frameworks and guidelines.

Reporting line

The role has a dual reporting line. It reports administratively to the Chief Executive Officer on day-to-day operations of the internal Audit function. It functionally reports to the ARC for strategic direction and accountability of the internal Audit function.

Direct reports

Nil.

Budget/Expenditure

As per allocation.

Key knowledge and experience

- Demonstrated understanding, knowledge and experience of implementing audit frameworks in complex project based operating environments.
- Demonstrated experience of assimilating large amounts of information and translating it into valuable insights and strategic advice for stakeholders across an organisation, including referral to Executive and Board level.

Essential requirements

- Relevant Tertiary qualification and/or equivalent demonstrated experience.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

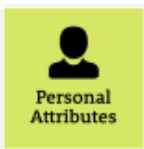

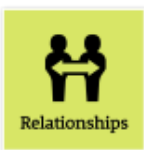
The capabilities are separated into focus capabilities and complementary capabilities

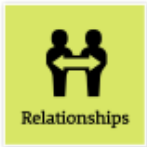
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p>Display Resilience and Courage</p> <p>Be open and honest, prepared to express your views, and willing to accept and commit to change</p>	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
 <p>Relationships</p>	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
 <p>Relationships</p>	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept



Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Influence others with a fair and considered approach and present persuasive counter-arguments
- Work towards mutually beneficial 'win-win' outcomes
- Show sensitivity and understanding in resolving acute and complex conflicts and differences
- Identify key stakeholders and gain their support in advance
- Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise
- Anticipate and minimise conflict within the organisation and with external stakeholders

Advanced



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Design and develop systems to establish and measure accountabilities
- Ensure accountabilities are exercised in line with government and business goals
- Exercise due diligence to ensure work health and safety risks are addressed
- Oversee quality assurance practices
- Model the highest standards of financial probity, demonstrating respect for public monies and other resources
- Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
- Incorporate sound risk management principles and strategies into business planning

Advanced



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

Adept



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance








- Ensure that employees and contractors apply government and organisational procurement and contract management policies
- Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions
- Promote effective risk management in procurement
- Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes
- Represent the organisation in resolving complex or sensitive disputes with providers, suppliers and contractors

Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept